



EMPLOYMENT

# MATTERS

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Employment Matters  
is the newsletter of

**IntegrityWorks™**  
empowering workplaces  
with employment knowledge

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## The Importance of Interviewing

*While the job interview may not deserve all of the attention that the job interview receives, it is still a powerful force in hiring.*

The job interview is a powerful factor in the employee selection process in most businesses, yet it can be a problem area for most owners/managers of small businesses in New Zealand. In tight economic times, the importance of the right fit for the job matters. It is a good idea when a position becomes vacant to have a good look at your job description for the position, and decide if that needs to change with the times? Is the job description actually reflective of the job? Once you have short-listed the people you want to interview, think carefully about what it is you need to know about them at the interview.

Every business is different, and so the interview is different. For example, if the job in an office requires good presentation skills, ask the candidate to come to the interview with a PowerPoint presentation on a specific topic. Or, on the other hand it is about repairing punctures, get the candidate to demonstrate their ability to remove a tyre and replace it as part of the interview process.

### Getting it Right!

Selecting those candidates for interview is part of assessing if they will be a good cultural fit for your business. Are they team players? Do they communicate clearly and openly? I use a screening questionnaire to the candidates' who seem to meet all requirements for a position, to see how they respond to direct questions about the position. For example, in a screening questionnaire you can drill down further about the specific computer programs they are familiar with, their salary expectations and the first available date they could commence work. The screening job questionnaire saves managerial time and eliminates unlikely candidates.

While I recommend developing a customised interview for each position, this generic job interview will guide you.

### Best Fit For Your Business

It is really important to get the best fit for the job. As important as wearing the right size shoes. The proposed changes to the 90 day rule are not so likely to matter, if there is a good match between the person and the job. So, having the pool of candidates ready to interview means you also need to have people interviewing who know what they are looking for. It is a good idea to have two to three people interviewing so you get a range of viewpoints on the candidates answers. The next step is to write the interview questions, as a rule of thumb about seven questions will suffice. The generic interview schedule can be found on the link below.

[LINK](#)

### Checking References

This is a must. There have been many cases in New Zealand lately where employers have not followed due process, and as a result employees have been found not to be who they say they are in their CV. By asking probing referee questions, you will find out exactly how this potential employee behaves in the workplace. Do they work well under pressure? Do they like to be part of a team? What does their team role look like? Do they have a history of absenteeism? How efficient/effective were they in the last job? Would you hire them again? What were their strengths? Where do they need support and help at work? All these questions will help you decide if the star at the interview is in fact the new star in your business!!