

Useful documents

NSW Health Code of Conduct

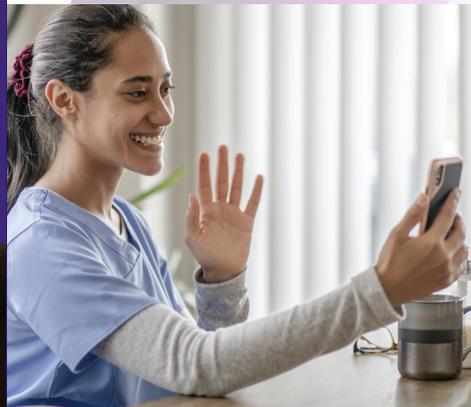
Recruitment & Selection of Staff
to the NSW Health Service

Junior Medical Officer Recruitment Governance Unit

NSW Ministry of Health

JUNIOR MEDICAL OFFICER RECRUITMENT

A guide to compliant
interview practices



Recruitment Responsibilities

It is the panel convenors responsibility to ensure that all members of the recruitment panel are familiar with the following policies and procedures

- NSW Health Code of Conduct
- Recruitment and Selection of Staff to the NSW Health Service

Selection Process

- Applicants must be assessed in a fair and consistent manner, with a common understanding among panel members of the standard required.
- Face to face meetings with applicants prior to the interview where they are pre-judged on their suitability for a role are not acceptable, other means of introduction to hospitals and senior Doctors should be conducted through general information sessions.

TIPS FOR EFFECTIVE INTERVIEWS

Acceptable interview protocols

- ✓ Interview questions must be clear, unambiguous and directly related to the selection criteria and position description
- ✓ Interview panels must be convened and interviews conducted in line with NSW Health Policy Directives
- ✓ The panel must assess the candidates suitability for a role on their demonstrated ability to undertake the key accountabilities listed in the position description
- ✓ Where possible additional methods of providing information about a role to applicants before interview should be used e.g. open information sessions

You may ask the applicant behavioural questions

- ✓ What is your understanding of teamwork in a patient care environment?

You may ask the applicant scenario based questions

- ✓ Tell the panel about a time you had to deal with a challenging patient. How did you manage the situation and what was the outcome?

Unacceptable interview protocols

- ✗ You may not ask an applicant if they are pregnant or plan on having children in the future
- ✗ You may not ask an applicant about carer responsibilities or child care arrangements
- ✗ You may not ask an applicant about their marital status
- ✗ You may not ask an applicant how old they are
- ✗ You may not ask an applicant about their cultural background or religious beliefs
- ✗ You may not ask an applicant about their sexuality
- ✗ You may not ask an applicant if they have a disability or impairment
- ✗ Informal discussions used to pre-judge a candidate's capability or suitability for a role prior to interview are not acceptable e.g. Pre-Interviews