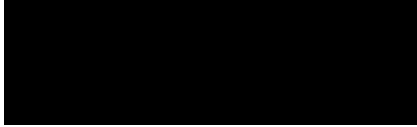






21 April 2022



By email: 

Tēnā koe 

**Request for Information under the Official Information Act 1982**  
**Our Ref: OIA353/1**

1. We refer to your request under the Official Information Act 1982 (**OIA**) received on 28 March 2022 about recruitment practices, specifically relating to “leadership/management roles within the middle to senior management levels of your organisation”
2. Please find our responses to your specific questions as below.
3. “Would a candidate applying for a leadership/management type position in your organisation be required to do a task before the interview? (i.e. a phone screen, pre-test, etc) Or would the candidate have to complete a task after the interview such as - an aptitude test, numeracy/literacy or psychological profiling? Or are the interview and reference checking essentially the total recruitment process?”

It is common practice to provide a candidate for a leadership/management type position to be provided with a presentation question a day or two before the interview. These are always intended to be done at the beginning of the interview and expected to be between 5-7 minutes long.

Depending on the nature and requirements of the role other options may be considered as part of the wider recruitment process.

4. “How are applicants chosen to be interviewed? (See the options below from a to c)
  - (a) A representative from Human Resources goes through the candidate pool of CV’s received?
  - (b) A representative from HR and the hiring manager go through the candidates?
  - (c) The hiring manager acting alone selects who is to be interviewed?”

Option (c) is the most applicable. Typically, it will be the hiring manager, with interview panel members and sometimes Human Resources contributing to shortlisting on occasion.
5. “Does your organisation use ‘BEI’ type interviews for middle/senior leadership/management interviews?”

Yes. Specifically, the STAR format.

6. "If the answer to the above is 'no' how would you describe the type of interviews that are carried out?"
- Not applicable. See previous answer
7. "Is a representative from HR on the interview panel? (Never/Always/Some times?)"
- Sometimes.
8. "For 'BEI' style interviews does each panel member score the candidate and then these scores are combined to tally up to a grand total score?"
- Yes, that would be our expectation.
9. "Could a candidate who scores lower than the top scorer (e.g. came in second) still be considered the preferred candidate?"
- Yes. We appoint on merit and look for the most suitable candidate. While a candidate may score high on the BEI section of an interview, there may be other factors that support another candidate being the preferred candidate when considered across the total recruitment process.
10. "What are some of the factors or conditions that might give rise to the above in question #8 above? (I.e. – team fit, personality, how panel felt about them?) Other factors?"
- All of the above, noting that we provide Unconscious Bias training so that any considerations are appropriately thought of in relation to the requirements of the role as opposed to Recruiting Managers preferences. PQE (post qualification experience) can also impact decisions.
11. "Are those in your organisation who do the interviewing trained in the BEI interview method?"
- There is no formal training, but all interviewers receive instruction/guideline documentation as part of the interview questions so they can familiarise themselves with the process. Additional support is provided to Managers who are new to the process.
12. "Once a candidate has been selected and employed by your organisation do you keep a record of how long he/she stays with the organisation? (length of tenure)"
- Yes. This is done through payroll.
13. "Or do you keep records of how that candidate is tracking regards their role? (good performance appraisals, improvements plans? Unsatisfactory performance?)"
- All staff at Crown Law complete and maintain a performance and objective setting document.
14. "Have you ever surveyed applicants who have been interviewed as to how they feel about the BEI interview process? If so, please share these results."
- No.
15. "Does your organisation ever use recruitment firms to source candidates? (I.e. this approach is sometimes use for specialist positions or senior management type roles)"
- Yes

16. “The candidate pool since Covid – March, 2020. In your view has the pool of candidates changed or got smaller since March, 2020. Has it taken longer to recruit for roles or have some roles remained vacant? Have there been other flow on effects since Covid impacted in March 2020?”

No. The turnover in leadership/management roles has been minimal during this time period, and those roles that we have advertised have been filled in a timely manner.

**Proactive release**

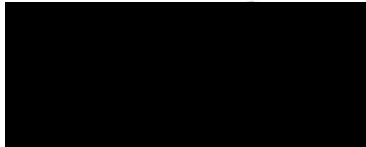
17. Please note that we may publish this response (with your personal details redacted), and any related documents, on Crown Law’s website if we decide proactive release of this information is or may be in the public interest. If you have any concerns about this, please let us know within 10 working days of the date of this letter.

**Request for Review**

18. Please be aware that you have the right to seek an investigation and review by the Ombudsman of our response, in accordance with section 28(3) of the OIA. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or Freephone 0800 802 602.

Nāku noa, nā

**Te Tari Ture o Te Karauna / Crown Law**



Chief People Officer