<Insert Landcare Entity Name>

Interview Decision/Selection Matrix

Interview Date/s: <Insert interview day/month/year>

Advertised Position: <Insert Position Title>

Interview panel members <Insert Panel member names and positions>

Panel Chairperson: <Insert Panel Chairperson name>

Number of Candidates being interviewed <Insert no of candidates and their names>

Interview selection tips

* Establish a list of the selection factors that you will use to base your decisions upon
* Brainstorm as an interview panel group, the key factors that would influence the selection of a successful candidate.
* You could identify as many selection factors as the panel wishes, but it is suggested that 10 factors would be adequate.
* Having chosen the selection factors, you now need to weight them out of 100. This weighting will reflect your opinion of an “ideal candidate” for the position
* With the weighting in place you can now go ahead and score each of the selection factors against each candidate *(Remember that your score for each candidate cannot exceed the weighting you have allocated to the selection factor)*
* Total the scores
* As an interview panel group, discuss and agree by consensus the best decision to be made.

Candidate Decision/Selection Matrix

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Selection factors/****Weighting Options** | **Factors of an Ideal****Candidate** | **<Candidate****Name>** | **<Candidate Name>** | **<Candidate Name>** | **<Candidate Name>** | **<Candidate Name>** |
| 1.  | (e.g. Relevant knowledge of NRM issues) |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |
| 7.  |  |  |  |  |  |  |
| 8. |  |  |  |  |  |  |
| 9. |  |  |  |  |  |  |
| 10. |  |  |  |  |  |  |
| **TOTAL** | **100** |  |  |  |  |  |