

# Group Interviewing FAQs for Unit Managers

## Why is group interviewing the preferred method?

Research into recruitment methods has demonstrated efficiencies when utilising a group interview method. The aim of group interviewing is to:

1. Reduce time and resources required when compared with those used in one to one interview processes organised by individual managers
2. Increase efficiency of recruitment and selection for nurses/midwives across the organisation, including facilitating identification of suitable employees who meet criteria for working at Western Health but are not the successful candidate for your position.
3. Improve the candidate assessment process based on our Best Care framework and clinical risks, as well as reduce unconscious bias and exhaustion experienced when performing multiple single interviews.

The group activities (clinical scenarios and team activity) have been chosen to assess the following criteria (often assessed more than once in the process):

- Communication – listening, assertiveness
- Enthusiasm
- Rapid assessment
- Escalation
- Critical thinking
- Compassion, Accountability, Respect
- Knowledge of resources available
- Delegation
- Problem solving
- Risk taking
- Conflict resolution
- Team work
- Coaching

The NMWU team will provide fortnightly education sessions on the group interview process outlining what is required, how you will be participating and the scoring of individuals. It is expected you will attend a session prior to needing to participate in the group interview process.

## What is unconscious bias?

We make many decisions every day without even realising it, you are making decisions while reading this document, decisions about the content, the information provided, why this change is being made. And the answers to all of these questions are influenced heavily by what researchers refer to as “unconscious bias.” This bias is an inclination or prejudice for or against one person or group, unconscious feelings we have towards other people that play a strong part in influencing our judgement of people and groups in many different areas of life.

Utilising recruitment processes that minimise the influence of our personal feelings, perceptions and emotional connections is best practice. This concept is explored in more depth during the training sessions.

## What will I need to do to prepare for interviews?

Training sessions on what is required when participating in group interviews will be provided by the NMWU recruitment team each fortnight. You should make sure that you attend one of these sessions before you need to participate in a scheduled group interview.

The NMWU recruitment team will book you into the relevant group interview session scheduled after the closing date of your advertisement and send you a calendar invitation (currently scheduled on Thursday each fortnight).

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**NURSING+**  
**MIDWIFERY**



If you are unable to attend, you can nominate someone else to attend in your place e.g. another Unit Manager or AN/MUM. Please notify the NMWU team asap if occurs as we will need to ensure there is Unit Manager presence at each interview session.

## **How long will the group interviews take?**

The expected time frame will be 2 – 2.5 hours (1000 – 1230hrs) which includes introductions, interview activities and debrief to select suitable candidates.

## **Where will the interviews take place?**

The location of interviews will be at Sunshine or Footscray (dependent on room availability).

## **What do I need to do at the interview?**

You will be part of the observer and assessor panel for the applicants. You will need to assist with creating an environment for the applicants to succeed and assisting with selection of the right candidates. The NMWU recruitment team will provide you with the tools and documents that you need to use during the scenario's and will be working alongside you throughout the process and session.

At the completion of interviews, you will make the decision on the preferred candidate for your position/s as well as who is suitable to work at Western Health (these candidates will be considered for Bank or Pool). You may occasionally be asked to assist in group interviews when you are not recruiting. This maybe to support another Unit Manager or when bank and pool interviews are being conducted.

For internal candidates increasing hours or moving to and from bank / pool:

- where there is no competition for the hours no formal interview will be required, validation of suitability for the role will be based on current performance with a reference check completed by current Unit Manager.
- If there are more candidates than available hours, an interview process will need to be performed to ensure equal opportunity and fairness.

## **Do I find out who is being interviewed prior to the interview session?**

The NMWU recruitment team will share the shortlisted candidate information with you prior to the interview session.

## **Who makes the final decision on who is employed in my unit?**

At the completion of the interview session, you will work with the other assessors to determine who is suitable to work at Western Health and decide on your preferred candidate.

The Unit Manager and NMWU will work collaboratively to ensure the successful candidate meets your unit's needs. Where there are multiple suitable candidates, the Unit Manager will make the final decision.

## **What happens if I am unsure and need to talk to someone about the process?**

Please do not hesitate to contact the NMWU recruitment team on 8345 4040 or Lisa Gatzonis, Director, Nursing and Midwifery Workforce on 0466 943 769 to discuss any questions or concerns you have.