

**DEPARTMENT OF CONSERVATION
AND LAND MANAGEMENT
50 Hayman Road,
COMO. W.A. 6152.**

**Administrative Instruction
2/85**

**RECOMMENDATIONS FOLLOWING INTERVIEWS FOR PUBLIC SERVICE
VACANCIES FORM OF SUBMISSION**

In some instances, submissions forwarded on to the Public Service Board in support of recommendations have been criticized as being too brief and not containing sufficient detail of the interviews to enable the Board to be convinced that the decision is a sound one.

Most positions will fall within the scope of the promotions appeal provisions and Board officers must be in a position to assess the viability of each recommendation should the appeal situation arise.

Recommending officers can be called upon to defend their decision before an industrial tribunal and should be prepared for this eventuality.

To this end, interviewing officers must retain all notes and documentation used at the interview until after the position has been filled and the appeal period has elapsed.

It is recommended that interviews be conducted **by** at least two officers together, with one providing support for the other in the event of a dispute.

As a guide to preparing written recommendations to the Permanent Head, for onward transmission to the Public Service Board, the following notes should apply.

1. Indicate the number of applications received and from what source, e.g.
"There were X applications received, Y from within the Public Service and Z from outside.
2. State criteria used for selection.
Be careful not to use criteria which set a standard, or call for qualifications, out of proportion to the level of the advertisement and the list of duties, as made available to the applicants.

3. Give a brief explanation of the initial elimination of unsuitable applicants and the criteria used,
e.g.
"Ten were eliminated as having insufficient academic qualifications and eight for not indicating a sufficient level of relevant experience."
or
"Applications from outside the Public Service were disregarded as there were sufficient qualified applicants from within the Service to enable a satisfactory selection to be made."
4. Indicate details of further elimination, if necessary, e.g.
"From the remaining applications, a further six were eliminated as not having sufficient depth of experience when compared to the five finally selected for interview."
5. List each applicant interviewed and provide a brief summary of strengths and weaknesses,
e.g.
"J. Citizen - has been employed for 3 years as..... with..... doing work highly relevant to this position. Pleasant personality, but lacks a little in motivation, etc.
W. Jones - revealed a lack of appreciation of the complexities of the position. Cannot be considered for this job, etc."
6. Provide resume of method of final selection, e.g.
Only J.S., B.W. & K.M. were worthy of serious consideration and of these J.S. was far superior to B.W. but did not indicate as much potential for development as did K.M. who has already completed X years of project work with
7. Make recommendation, e.g.
"I, therefore, recommend that K.M. be appointed to the position of..... at"
8. Sign using name and designation.
Both Interviewing Officers may sign if preferred, each one indicating their rank or designation, e.g.

W. James <u>ACTING OFFICER IN CHARGE</u>	J. Jones <u>FORESTER (ADMINISTRATION)</u>
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9. Return vacancy file and original applications with recommendation under confidential cover to -
 - 9.1 The General Manager at State Operations Headquarters for staff in the Operations wing;
 - 9.2 The Director of Research and Planning for staff in Research, Planning and Economics;
 - 9.3 The Manager, Policy Directorate for staff in the Policy wing.

Syd Shea,
EXECUTIVE DIRECTOR

10th June, 1985

Distribution:
List A