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# Selection Advisory Committee – Selection Criteria & Interview Question Template

Date: [insert date]

RE: Selection Advisory Committee for Job Posting ID #[insert ] – [title]

## Instructions:

Please complete the following sections of this document, then send to your Hiring Manager for confirmation before uploading a final version for the Job Posting to the NJOYN Applicant Tracking system. Please notify your applicable Senior Advisor, Human Resources so that upon receipt, applications can be released to the SAC for review.

1. Membership on the Selection Advisory Committee
2. Selection Criteria
3. Interview Questions
4. Other Measures (if applicable)

## 1. Membership

Management Representatives:

 (Name of Committee chair)

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University Representatives:

(List permanent unionized faculty and staff from Standing SAC)

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## 2. Selection Criteria

The listing of selection criteria creates a selection grid or matrix which is then applied to all job applicants as a transparent way of identifying suitable candidates for shortlisting, and selection interview.

Refer to the job posting and insert the position’s selection criteria below, listed in order of importance. Beside the criteria, indicate (R) for required or (P) for preferred.

|  |  |
| --- | --- |
| **#** | **Criterion** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
| 7. |  |
| 8. |  |
| 9. |  |
| 10. |  |
|  |  |
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|  |  |

## 3. Interview Questions

Insert the interview questions below. Beside each question, list the criterion being measured. An example is provided. For a list of sample interview questions, contact your Senior Advisor in Human Resources.

|  |  |
| --- | --- |
| **Question** | **Criterion** |
| *E.g., From your past experience, describe a piece of written work (a letter, report, etc.) that you were highly or solely involved in creating. (Situation, Task, Action, Response)* | *1* |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |
| 7. |  |  |
| 8. |  |  |
| 9. |  |  |
| 10. |  |  |
| ***Standard & Required Questions of All Applicants*** |
| 1 | Do you have a list of references that we can check? Who is your current supervisor/manager, and do we have your permission to contact them? |
| 2 | Did you bring a copy of your academic credentials? |
| 3 | If successful, when would you be available to start? |
| 4 | Are you legally entitled to work (insert if applicable “permanently”) in Canada, *for this position*? |
| ***Optional Questions*** |
| 1 | How did you learn about the position/ see the job posting? (for positions with external advertising) |
| 3 | This position may require [insert – e.g., working flexible hours/frequent lifting; access to a vehicle]. Is there anything preventing you from performing these duties? |

## 4. Other Assessment Measures

If your interview process will involve other methods of assessment (e.g., skills demonstration/ presentation/ exercise) related to the job requirements, please describe below and include any related scoring or answer key.