

## Methodology example 4:

### Converting an overly complex diagram



#### Before

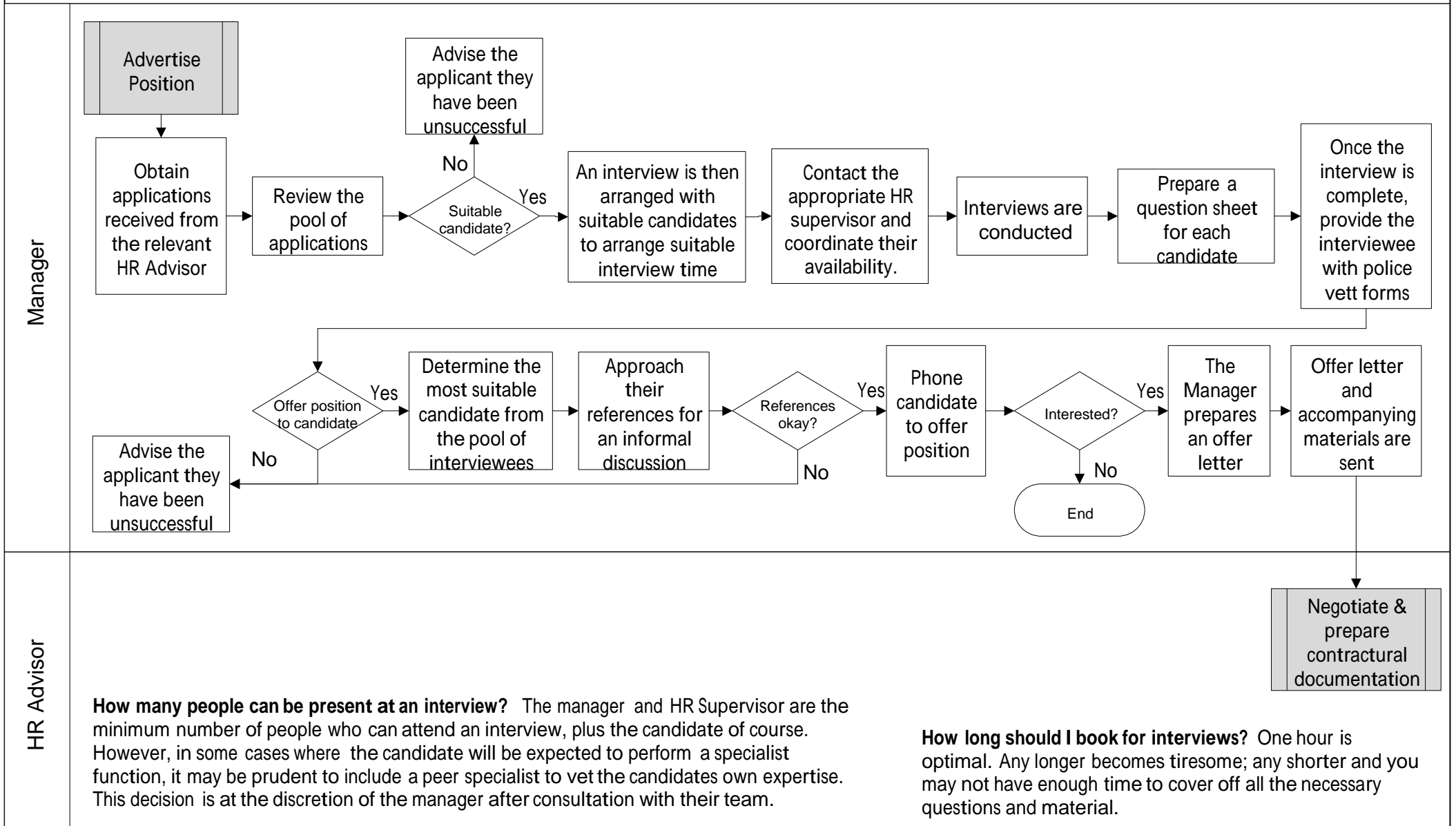
- The flowchart does not show the 'normal' or 'typical' process, nor does it distinguish between major and minor steps
- Is difficult for a person to absorb



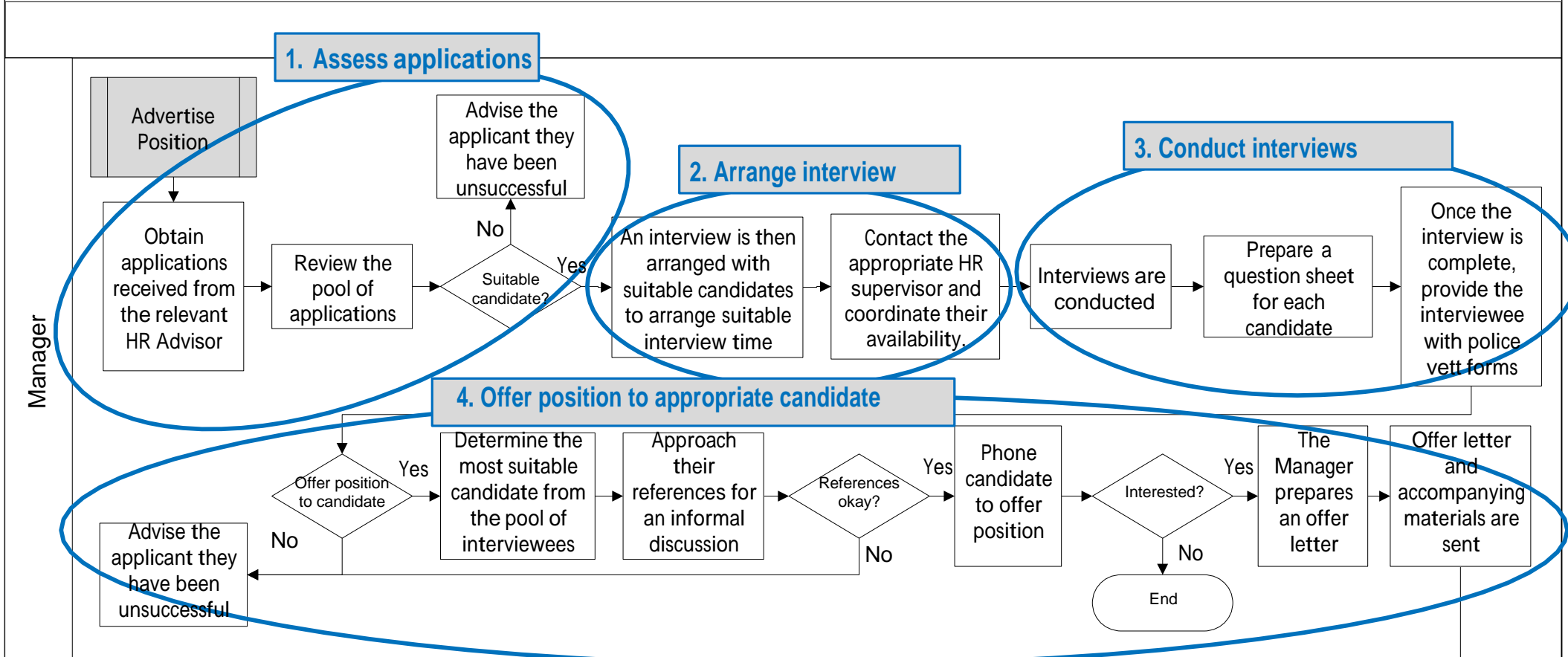
#### After

- The process is simply presented and easy to take in
- Process exceptions are highlighted using 'Notes'
- Verb based construct is used to facilitate rapid comprehension

## Select Candidate



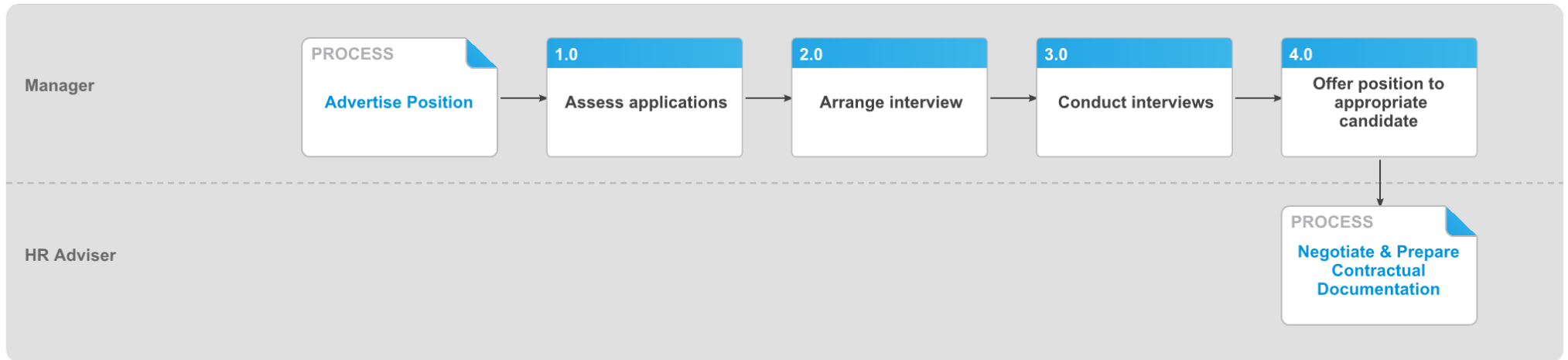
# Select Candidate



**HR Advisor**

**How many people can be present at an interview?** The manager and HR Supervisor are the minimum number of people who can attend an interview, plus the candidate of course. However, in some cases where the candidate will be expected to perform a specialist function, it may be prudent to include a peer specialist to vet the candidates own expertise. This decision is at the discretion of the manager after consultation with their team.

**How long should I book for interviews?** One hour is optimal. Any longer becomes tiresome; any shorter and you may not have enough time to cover off all the necessary questions and material.



## Summary

To interview and select an appropriate appointment from a pool of potential candidates

**Owner** Promapp Promaster

**Expert** Promapp Promaster

## Procedure

**PROCESS** **Advertise Position**  
Manager

### 1.0 Assess applications

Manager

- a** Obtain applications received from the relevant HR Adviser
- b** Review the pool of applications
- c** Identify suitable candidates for interviewing
- d** Advise unsuccessful candidates by email

### 2.0 Arrange interview

Manager

- a** Contact suitable candidates to arrange suitable interview time
- b** Contact the appropriate HR supervisor and coordinate their availability. HR Supervisors need to be present at interviews

**NOTE** How many people can be present at an interview?

The manager and HR Supervisor are the minimum number of people who can attend an interview, plus the candidate of course. However, in some cases where the candidate will be expected to perform a specialist function, it may be prudent to include a peer specialist to vet the candidates own expertise. This decision is at the discretion of the manager after consultation with their team.

**NOTE** How long should I book for interviews?

One hour is optimal. Any longer becomes tire-some; any shorter and you may not have enough time to cover off all the necessary questions and material.

### 3.0 Conduct interviews

Manager

- a** Prepare a question sheet for each candidate
- b** Once the interview is complete, provide the interviewee with police vet forms

Police Vetting Form.docx

### 4.0 Offer position to appropriate candidate

Manager

- a** Determine the most suitable candidate from the pool of interviewees
- b** Approach their references for an informal discussion

**NOTE** What if references do not check out?

Advise the candidate there application has been unsuccessful.

- c** Phone candidate to offer position
- d** If interested, prepare an offer letter and post with accompanying materials
- e** Advise unsuccessful candidates by email

**PROCESS** **Negotiate & Prepare Contractual Documentation**  
HR Adviser

## Triggers & Inputs

### TRIGGERS

None Noted

### INPUTS

None Noted

## Outputs, Linked Process Stakeholders & Performance Targets

### OUTPUTS

None Noted

### STAKEHOLDERS FROM LINKED PROCESSES

Process	Owner	Expert	Process Group
Advertise Position	Promapp Promaster	Promapp Promaster	Training Material Processes
Negotiate & Prepare Contractual Documentation	Promapp Promaster	Promapp Promaster	Training Material Processes

### STAKEHOLDERS

None Noted

### PERFORMANCE TARGETS

Measure	Target
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