

1 September 2022

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Tēnā koe Harrison

Request for information

Thank you for your Official Information Act 1982 (OIA) request of 9 August 2022, in which you asked for information regarding recruitment. My response to each part of your request can be found below.

- 1. Please provide a break down of the current numbers of applicants in each stage of the process, the current numbers of applicants in the candidate pool grouped into their district posting preferences, the shortest time from candidate pool to police college in the last 12 months, the longest time from candidate pool to police college in the last 12 months, and the average time from candidate pool to police college in the last 12 months.*

The Constabulary Recruitment Pipeline by First District Preference as at 8 August 2022 is attached as Appendix A. It details the number of applicants in each stage of the process, and the current numbers of applicants in the candidate pool grouped into their district posting preferences as at 8 August 2022.

In the last 12 months:

- The shortest time from candidate pool to Police College was 0 days.
- The longest time from candidate pool to Police College was 831 days.
- The average time from candidate pool to Police college was 48 days.

- 2. Please provide internal documentation recruitment staff use to assess a candidates suitability when performing a formal interview.*

The Recruit Interview Template attached as Appendix B is used by a Selection Specialist to assess a candidates suitability when attending a formal interview.

If you have any questions you may contact the Talent Resourcing and Delivery Team via email newcops@police.govt.nz .

Ngā mihi



Paula Hill
Director - Recruitment

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Constabulary Recruitment Pipeline

by First District Preference

Description: Reflects total number of applications based on the district the applicant wants to be posted to.

Purpose: To track progress against Wing targets and provide an overview of rejoins.

As at 9:30 am 8/08/2022

Recruitment Type	First District Preference	New Applications (01/08/22 to 08/08/22)	Total Active Applications	Pre-Initial Medical						Initial Medical			Assessment												
				Pending NIA	To Risk Assess	To Phone Convo	Phone Pass	To Online Testing	Online Testing Pass	HQ Pending	Other Med Forms Pending	Med Forms Received	Pending RAI Form	RAI Form Received	Booked Assess Day	POST	Initial PAT	SCOPE	TMU	NIC Vetting	To Interview	Reference Check	Final Sign Off & NSP	Pending Other	In Candidate Pool
RECRUIT	Northland	2	79	2	4	7	2	4	0	2	12	6	7	4	0	1	10	3	2	4	1	0	4	1	3
	Waitemata	3	95	2	1	3	4	5	0	5	17	3	6	1	0	0	15	4	2	2	3	1	5	1	15
	Auckland City	7	222	10	23	11	10	5	0	5	33	5	2	6	0	10	26	6	2	9	11	12	20	5	11
	Counties Manukau	8	222	7	14	16	16	6	0	1	21	1	7	10	0	4	38	6	8	6	2	0	24	6	29
	Waikato	3	182	2	16	8	20	5	1	6	25	3	7	8	1	12	21	10	2	7	4	4	11	3	6
	Bay of Plenty	3	170	2	8	3	11	2	1	0	25	5	3	3	1	7	36	7	2	6	19	4	16	1	8
	Eastern	3	82	5	1	3	7	0	0	0	11	4	6	2	1	9	11	2	1	2	3	2	6	0	6
	Central	3	169	5	11	3	2	6	0	3	21	9	6	7	0	1	37	22	2	7	5	3	7	1	11
	Wellington	9	279	10	20	7	0	13	1	8	54	6	13	8	0	9	39	18	3	23	7	10	17	6	7
	Tasman	6	117	6	5	5	2	12	0	4	24	3	4	1	0	3	21	9	0	7	3	1	1	1	5
	Canterbury	1	91	0	0	0	0	0	0	0	4	0	1	0	0	2	8	2	0	51	0	5	11	0	7
	Southern	8	202	13	12	7	1	16	0	6	32	9	4	7	0	11	24	8	2	21	2	4	4	8	11
	Total	56	1910	64	115	73	75	74	3	40	279	54	66	57	3	69	286	97	26	145	60	46	126	33	119
				404						373			1133												

Recruitment Type	First District Preference	EOIs Under Review	Total Active Applications	Pending NIA	To Risk Assess	To Phone Convo	Phone Pass	To Online Testing	Online Testing Pass	HQ Pending	Other Med Forms Pending	Med Forms Received	Pending RAI Form	RAI Form Received	Booked Assess Day	POST	Initial PCT	Resit PCT	TMU	NIC Vetting	To Interview	Reference Check	Final Sign Off & NSP	Pending Other	In Candidate Pool
REJOIN	Northland	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Waitemata	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4
	Auckland City	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
	Counties Manukau	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Waikato	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Bay of Plenty	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0
	Eastern	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0
	Central	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
	Wellington	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	2
	Tasman	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Canterbury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Southern	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	0	13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	0	0	0	0	8
				0						0			13												



RECRUIT INTERVIEW FORM

Interviewee:

Role: Constabulary Recruit

AD: PAT: SCOPE: DL:

Interviewer:

Date: Location: Webex Teams

INTERVIEW QUESTION 1:

Please tell me about your background?

- Major achievements?
- Family, Education, Work, Sports, Hobbies?

INTERVIEW QUESTION 2:

Tell me about why you applied for the Recruit role?

- Why does the role appeal to you?
- Why have you decided to apply now?
- What do you think the role will involve?
- What do you see being the key challenges and how will you cope with them?

Challenges/Phobias

COMMUNICATE

Two-way communication is an essential part of what we do as an organisation. We listen carefully and convey information in a clear, constructive, and professional manner at all times.

INTERVIEW QUESTION 3:

Tell me about an occasion where your communication skills were essential?

Possible Prompts:

- Why was communication so important in this instance?
- What made the situation difficult/challenging?
- What did you do?
- What was the outcome?

BEHAVIOURS

(Individual Contributor)

- Communicate with integrity, courage, and respect
- Ask questions to check understanding
- Consider how messages may be perceived by others
- Actively listen to other people
- Speak and write clearly and concisely
- Communicate effectively with people from diverse backgrounds
- Use the most effective mode of communication for the situation

NOTES:

PARTNER

We actively create and maintain relationships that inspire the trust of others. We seek to understand and appreciate our differences, and work cooperatively to share information and achieve desired outcomes.

INTERVIEW QUESTION 4:

Describe a time when you have developed a professional relationship with an individual, group or organisation?

Possible Prompts:

- Why was the relationship important?
- How did you approach it?
- What would you do differently?
- What feedback did you receive from others you interacted with?

BEHAVIOURS

(Individual Contributor)

- Develop and maintain effective working relationships
- Maintain professional boundaries in relationships
- Tackle conflict and disputes with courage and empathy
- Treat people with respect and dignity in all situations
- Share knowledge to achieve overall objectives
- Take into account how own behaviour affects others
- Follow through on commitments

NOTES:

SOLVE

We consider situations from different perspectives, explore alternatives and assess their consequences before taking action. We take responsibility for our decisions and are prepared to review and change our approach when required.

INTERVIEW QUESTION 5:

Describe a time when you had to make an important decision or judgement call?

Possible Prompts:

- What made the problem difficult/challenging?
- What did you do?
- What were the risks?
- What feedback did you receive?
- What would you do differently?

BEHAVIOURS

(Individual Contributor)

- Evaluate situations with an open mind
- Seek others' input when considering solutions
- Identify the underlying cause of problems
- Consider multiple sources of information
- Respond quickly and decisively when required
- Recognise when to ask for help
- Assess the risks and benefits of different options

NOTES:

DELIVER

We are committed to delivering a high standard of service. We take personal responsibility for our performance – setting clear expectations, planning and prioritising our work, and seeking feedback from others in order to achieve our objectives.

INTERVIEW QUESTION 6:

Tell me about a time when you were personally responsible for delivering a piece of work (from start to finish)?

Possible Prompts:

- What did you do? Give me a brief description? (set up, time, resources, difficulties)
- What challenges came up along the way?
- What feedback did you receive?
- What would you do differently?

BEHAVIOURS

(Individual Contributor)

- Demonstrate personal commitment to delivering a high standard of work
- Seek and respond to feedback from others
- Manage time effectively to achieve objectives
- Ask for support when needed to deliver outcomes
- Contribute to projects or operations to achieve results
- Take responsibility for own decisions and actions
- Encourage others to take accountability for their decisions and actions

NOTES:

WORKING WITH CHILDREN

The Vulnerable Children's Act (2014) requires Police to assess the suitability of all applicants who will be employed as a core or non-core children's worker.

INTERVIEW QUESTION 7:

Describe your experience of working with children?

Possible Prompts:

- What are important things to keep in mind when working with children?
- What does professional practice look like?

WHAT TO LOOK FOR:

The applicant should be considered a risk if they:

- Have been cautioned for poor attitude or behaviour towards the welfare and safety of children
- Have limited understanding of how to deal with children in a professional manner
- Demonstrated behaviour inconsistent with Police Values
- Have been charged with or convicted for offences relating to any of the VCA specified offences
- Have been subject to formal disciplinary actions/complaints regarding their behaviour towards children

NOTES:

Is there anything we need to be aware of regarding your suitability to work with children?

- No
 Yes

Provide details:

DIVERSITY

INTERVIEW QUESTION 8:

Tell me about your experience dealing with people from different cultures to yourself?

Possible Prompts:

- How do you ensure you are demonstrating respect?
- What did you learn?
- What opportunities have you had to recognise and respond to cultural practices that are different to your own.

PERSONALITY ASSESSMENT

Areas to follow up based on Personality Assessment (from Selection Specialists):

SCOPE FEEDBACK SESSION

The intention of the feedback session is to debrief the applicant about their SCOPE experience, and to ensure the applicant understands what it is like to be a police officer.

Applicants should be informed that if they had any negative experiences with police employees during SCOPE that disclosing such information will not have an impact on their recruit application.

Attention should be paid to any potential issues that are highlighted by the applicant upon completion of SCOPE. If the applicant has concerns about their application for employment after SCOPE, they should discuss these issues in more depth with their selection specialist.

Did SCOPE clarify your expectations about the type of work that police officers undertake? Are you still interested in becoming a police officer?

I can see based on your feedback form that you have selected a particular specialisation. Why does this specialisation interest you?

I can see based on your feedback form that certain elements of the role surprised you. Why was this?

OTHER QUESTIONS

Have you ever been the subject of an internal disciplinary investigation or process at any place of employment?

- No
- Yes

If yes, provide details including the date and location:

Have you ever been the subject of a criminal or civil prosecution?

- No
- Yes

If yes, provide details including the date and location:

Have you ever been the subject of any incident which has resulted in a complaint against you?

- No
 Yes

If yes, provide details including the date and location:

Have you ever used, tried or been offered any type of illegal substance (including cannabis, performance-enhancing drugs/supplements)?

- No
 Yes

If yes, provide details (e.g., what, when, why, who with, how many times, when was the last time):

Have you ever been involved in any incident that resulted in death or serious injury to anyone (e.g., car accident, fight, domestic violence, medical)?

- No
 Yes

If yes, provide details (e.g., what, when):

Do you have any tattoos?

- No
 Yes

Interviewer to check and provide description (e.g., what, where, whether or not they may be offensive, and would be seen in uniform):

What is your current Vaccination Status?

- No doses
 One dose
 Two doses
 Booster
 Prefer not to disclose

Are you involved in any companies?

- No
 Yes

If yes, provide details of company (e.g., name, location, day-to-day involvement/role, potential conflicts of interest or adverse impact on your application):

Gym, martial arts, boxing club memberships (club names, location):

Follow up on any concerns from vetting (e.g., Family NIA)

Friends, Family with any indirect or direct links to Gangs or Organised Crime?

Traffic offences

- No
 Yes

If yes, provide details:

Benefits

- No
 Yes

If yes, provide details:

Have you lived overseas for 3 months or more since the age of 17 years old?

- No
 Yes

If yes, provide details:

Have you been in the Military?

- No
 Yes

If yes, provide details:

If you are successful in your application, do you have any requirements (e.g., cultural, clothing, dietary requirements) that we need to be aware of?

- No
 Yes

If yes, provide details:

Tell me about your driving experience?

Possible prompts:

- Type of vehicles driven
- Environment (Rural/urban etc.)
- Level of confidence

Reconfirm posting preferences and have discussion on station preferences. (Is there one District you have a preference for)?

How much notice are you required to give to your employer?

Anything else we need to know?

- No
 Yes

If yes, provide details:

Provide a brief overview of next steps:

Distance Learning

- Cost (establish if cost is a permanent barrier)
- Time commitment (12-15 hrs/wk for 12 weeks)
- Next available course

Comments:

Financial Status – if concerns raised through interview and/or credit check

Comments:

CHECKLIST

Please ensure the following are completed before the end of the interview:

1. RAI Form – check that details are correct
2. Provide Personality Profile Feedback and Report
3. SCOPE feedback session
4. Take a copy of the following certificates (if completed and/or applicable)
 - Passport
 - Birth Certificate
 - Driver Licence
 - Marriage Certificate
 - Evidence of Education Qualifications
5. Photo
6. Complete Typing Test

Do you have any questions for me?

- No
- Yes

INTERVIEW SUMMARY SHEET

INTERVIEW ASSESSMENT

Interviewers should refer to "*How we do things*" as a guide to assess applicants' responses against the rating scale below:

Interview Rating Scale	
1 Insufficient	Individual's response did not demonstrate the competency to the required level. Individual will likely need substantial development.
2 Limited	Individual's response provided some limited demonstration of the competency. Individual requires further development to meet the expected level of behaviour
3 Developing	Individual has potential to demonstrate this competency at the expected level. While they have demonstrated most behaviours, some gaps exist and they will likely require further development.
4 Capable	Individual's response illustrates their ability to demonstrate this competency to the expected level.
5 Advanced	Individual's response demonstrates this competency to a level that exceeds expectations and they will potentially support the development of others.

Provide a summary of your notes and a rating against each competency here:

Competency	Summary Notes	Rating				
Communicate		1	2	3	4	5
Partner		1	2	3	4	5
Solve		1	2	3	4	5
Deliver		1	2	3	4	5

VALUES ALIGNMENT

Values: Professionalism, Respect, Integrity, Commitment to Māori and the Treaty, Empathy, Valuing Diversity

Based on their interview responses, do you have any concerns about the applicant's ability to behave in line with any of our Core Values?

- No
- Yes (please specify)

Based on their interview responses, do you have any concerns about the applicant's suitability for NZ Police?

- No
- Yes (please specify)

INTERPERSONAL COMMUNICATION

Evidence of interpersonal communication should be observed and gathered throughout the interview and across all examples provided during the interview.

<p>BEHAVIOURS (Individual Contributor)</p> <ul style="list-style-type: none"> • Speaks clearly and concisely • Uses language and style appropriate to the situation and people being addressed • Listens actively, attending to what is said, signalling attention through non-verbal cues • Is perceptive about other people's feelings and potential reactions to situations • Maintains calm and patience building empathy. Understands and deals with people who may think quite differently and have different motivations. 	<p>NOTES:</p>
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RECOMMENDATION

Based on the information provided, do you recommend this applicant for selection?

- No
 Yes