



NATIONAL  
STATISTICAL OFFICE

# JOB INTER- VIEW GUIDE

& QUESTIONS FOR SELECTION PANEL &  
FORMS

Securing official statistics for informed decision-making, evidenced-based governance and development planning through the engagement of smart and qualified human resources

Our aim is to identify the best qualified candidate

**2022**  
JANUARY



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# WORLD STATISTICS DAY



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20th October 2020



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## Forward

### Forward by Acting National Statistician

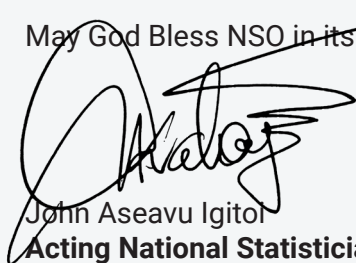
The National Statistical Office has its share of management challenges and issues for more than five years, particularly with its human resources and the corporate services. Therefore, it becomes inherent on my management to mitigate these issues and challenges, and arrest it once and for all to undertake NSO's corporate responsibilities to the next level. This will ensure NSO serves the statistical demands of its clients more effectively adopting the 21st Century "smart approach".

One of the mitigating approaches is through the recruitment of potentially smart and qualified staff. However, finding and selecting best candidate for a position is a very daunting task. Finding and selecting a candidate for a job isn't as cut and dried as it may initially seem. We don't just need to look up and down the list of candidates and say, "Hmm, that person will do just fine."

Instead, we have to go through numerous steps to get to the final stage of the employee selection process, right from building a hiring plan, drafting a job announcement, conducting interviews, running background checks, and sending the final offer letter, among many other steps along the way. However, NSO does not have the time to go through the nitty-gritty details of the recruitment processes, hence this document provides a list of possible interview questions and four basic forms for interview and selecting a candidate from among the potential short-listed candidates.

On this note, I expect that the NSO HR will use this manual for job interview and questions to select the best candidate for the job we offer.

May God Bless NSO in its endeavor to select the best candidate.



John Aseavu Igitol  
**Acting National Statistician**

# Job interview guide

## 1.0 Introduction

This Job Interview Guide, Questions and Forms are designed to assist the Selection Panel or Committee appointed to conduct interview to fill the vacant positions with the National Statistical Office (NSO). The Selection Panel/Committee members must complete checklist, know questions to ask to provide the ratings required to recruit a suitable candidate for the vacant positions.

## 2.0 Job interview guide and questions for selection panel and forms

Know what you are looking for from the interviewee (our aim is to identify the best qualified candidate).

Never tell the interviewee about the organization and its roles and responsibilities until interviewee asks questions or at the very end (our aim is to know from the interviewee how much knowledge he/she already has & this is essential because initial basic knowledge will enable settlement into a new organization easily).

Questions must address the specific skills, attributes & requirements of the job in question (our aim is to identify persons with the type of skills and attributes required for NSO work).

## 3.0 Avoid asking questions that derive yes/no answers.

You may start asking questions like:

1. Tell us about yourself? (Ice breaker or warm up normally people feel comfortable talking about themselves.)
2. Why do you want to work for NSO?
3. Are you employed or if not why not?
4. Why do you want to leave your current employer? (If employed).
5. Do you have any budgeting experience? (Supervisors & managers).
6. Discuss how you make important decisions (job related).
7. What have been the biggest accomplishments in your career so far? (job related).
8. What are your strengths and weaknesses?
9. What are your goals or where do you see yourself in the next five years? (job related).
10. Why should we hire you or why do you think you are the best candidate for the job advertised?
11. What would you say your passion is (related to your job)?
12. What is your ideal work situation? (Relate to a specific experience and describe how you handled it for instance, describe a time that you handled a tough deadline, took leadership, overcame a difficulty, encountered a lot of changes).

# Recruitment Interview Checklist/Guideline

Name of application:  Date:

Position considered:

Interviewer(s):

The following is a checklist of information which should be sought or addressed during an interview. This list is not complete. The interviewer should satisfy him/herself that the successful applicant is the best possible candidate for the job and that the successful applicant can perform as expected through expanding of the relevant questions as possible.

## 1) Personal Details

- (a) Place of Origin
- (b) Current place of residence (own accommodation?)
- (c) Date of Birth
- (d) Place of Birth
- (e) Marital Status If Married:
  - Name of Spouse
  - Occupation of Spouse
  - Number of Children
  - Ages of Children
  - Any in school (grades)
  - Any working (Type of Work/Place of Employment)
- (f) Religion
- (g) Hobbies/Interests
- (h) Smoke/Alcohol/Betelnut

## 2) Education Qualifications

- |                        |      |                            |
|------------------------|------|----------------------------|
| (a) Primary School     | Year | Certificate                |
| (b) High School        | Year | Certificate                |
| (c) Secondary School   | Year | Certificate                |
| (d) University/College | Year | Certificate/Diploma/Degree |

## 3) Additional Training Courses Undertaken

- |                    |              |                      |
|--------------------|--------------|----------------------|
| (a) Name of Course | Organization | Certificate Obtained |
|--------------------|--------------|----------------------|

## 4) Work Experience

- (a) Current/Previous Position
- (b) Organization
- (c) Position Title
- (d) Duties & Responsibilities
- (e). Salary & Benefits

## **5) Examples of Prior Direct (Relevant) Work Experiences**

Ask the candidate to describe or explain any direct experience relevant to this position.

## **6) Knowledge of NSO**

- (a) NSO Functions & Responsibilities
- (b) Explain structure of NSO

## **7) Duties & Responsibilities of the Position**

- (a) Explain what the position is about
- (b) What Division/Branch/Section the position is in.
- (c) Who s/he reports to (and subordinates, if any).

## **8) Terms & Conditions of Employment**

- (a) Contract of employment
- (b) Salary and Benefits
- (c) Hours of work
- (d) Availability if successful
- (e) Probation period
- (f) Office Manual

## **9) Any questions from the interviewee**

## **10) Advise the Candidate what the next step will be in the Recruitment and Selection process.**

## **11) End of interview**

NSO Form 2

**Short Listed Applicant - Interviewer's Rating**

Applicant:

Position:

Date:

SELECTION CRITERIA	WEIGHTING	RATING	COMMENTS	MANAGER HR	CONSENSUS
Qualification & Training	10				
Skills & Knowledge of the position	10				
Work Experience	5				
Exposure	5				
Age	5				
Dressing	5				
Eye Contact	5				
Confidence	5				
Total	50				

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_

Divisional Head



# NSO Form 3

## Short Listed Applicant Selection Panel's Rating

Applicant:

Position:

Date:

SELECTION CRITERIA	WEIGHTING	RATING (NS)	COMMENTS (DNS-CSD)	MANAGER HR	CONSENSUS
Qualification & Training	10				
Skills & Knowledge of the position	10				
Work Experience	5				
Exposure	5				
Age	5				
Dressing	5				
Eye Contact	5				
Confidence	5				
Personality	10				
Total	60				

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_  
Divisional Head

## NSO Form 4

### Selection Panel Interview Rating

Position Interviewed for:

Date of interview:

Name of applicant:

SELECTION CRITERIA	RATINGS						SELECTION PANEL CONSENSUS
	5 Well Above Required Level	4 Above Required Level	3 At Required Level	2 Below Required Level	1 Well Below Required Level	Overall Rating	
Educational Qualifications & Training							
Work Experience							
Skills & Knowledge of Position							
Age							
Attire/ Dressing							
Eye Contact							
Confidence							
Personality							
OVERALL RATING							

Name of Selection Panel Member	
Position Title of Selection Panel Member	
Signed	Date:





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