

Te Tāhuhu o te Mātauranga

Interview process

Overview

The interview will be held either in person at one of our offices or online via a Microsoft Teams video call.

There will be an interview panel made up of at least two people. The interview will take approximately one hour, including time allocated for you to ask questions. The same interview questions are asked of all applicants interviewed for a particular job.

We use the job description and our Ministry Competency Framework to develop selection criteria and interview questions. You can view the specific skills and capabilities required for each job in the job description provided in the job advertisement.

Remember that an interview is a two-way conversation. The panel will ask questions to find out more about your motivations, skills and experience in relation to the role. We encourage you to also ask questions to help determine whether our Ministry aligns with your values and career aspirations.

You are welcome to bring someone to tautoko | support you during the interview. If you have any accessibility needs or require additional assistance to enable you to fully participate in the interview, please advise us in advance and we will do our best to make appropriate arrangements.

Behavioural-based questions

At Te Tāhuhu o te Mātauranga | the Ministry of Education we use 'behavioural based' questions in our interviews. They are designed to assess your ability to do the job based on your past experience and evidenced potential to develop into the role.

Key characteristics of these questions:

- Questions are based on a selection criteria – describing the key skills, knowledge, experience and capabilities a person needs to do that job effectively.
- Answers usually require the applicant to give us examples of specific situations or tasks they have performed that demonstrate their ability to do the job.

Some useful tips when preparing for interviews:

- Don't be afraid to ask the panel to repeat the question. It's also fine to have a pause before replying.
- Prepare with examples from your professional or personal life that relates to the competencies in the job description. It's okay to bring notes with you.
- Intro your answers by first describing the context or situation you found yourself in.
- Talk in detail about the actions you took and your key contributions that made a difference or resolved the situation.
- Conclude with describing the result or outcome and any learnings you had or what you would do differently next time.

Situational questions

You may be asked situational interview questions. Rather than providing details about past behaviour, situational questions ask you to describe what you might do in a hypothetical situation. These questions are helpful where you may not have had experience in a particular area of the job.

General questions

You should be prepared to answer questions about what interests you in the job and your motivation for applying.

You may also be asked about how you like to work and your preferred management style.

Your questions

You will have the opportunity to ask questions during the interview. Spend some time ahead of the interview thinking about what matters to you in a role and/or anything you are not sure of. For example, it may be about the job, team, leadership style of hiring manager or culture at the Ministry.

It is okay to write your questions down and bring them to the interview. There will be time either during the introductions and/or at the end of the interview to ask your questions; just let the panel know.