



FAN Select

This resource has been designed to stand alone, however further specific selection considerations particular to a type of workplace opportunity are dealt with in the 'Select' section of [FAN Work Experience](#), [FAN Internship](#), [FAN Cadetship](#), [FAN Apprenticeship](#) and [FAN Employment](#) respectively.

Support Resources

- [FAN Planning Template](#)
- [FAN Job Description Template](#)
- [FAN Interview Template](#)
- [FAN Reference Check Template](#)
- [FAN Sample Letter of Offer \(without trial period\)](#)
- [FAN Letter of Offer \(with trial period\)](#)
- [FAN Sample Internship Contract](#)
- [FAN Cadetship Sample Contract](#)
- [FAN Contacts](#)

How do I go about it?

[Offer your opportunity](#)

[Interview](#)

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Offer your opportunity

Selecting the best candidate for a work opportunity should be based on criteria identified in the planning process¹. Once you have decided what your requirements are for the opportunity you are offering, and have contacted the right work placement coordinator² to discuss how your offer fits with their programme, the work placement coordinator can then extend your offer to potential candidates. You can elect to consider all applications yourself or ask your contact to recommend or shortlist candidates for you³. For a work experience or short internship opportunity you may be happy with just one student being put forward however it is still recommended you 'interview' the student to discuss the offer and expectations in detail and to complete any necessary paperwork. For longer internships, cadetships, apprenticeships and employment opportunities it is recommended 3-5 candidates are short-listed for interviewing to increase the likelihood of a good match for your workplace.

¹ The [FAN Planning Template](#) and [FAN Job Description Template](#) available online will help you identify the type of person who would best fit the opportunity you are offering.

² See [FAN Contacts](#) for a list of school Gateway Coordinators/Careers Advisors, Tertiary Providers and Industry Training Organisations.

³ This will need to be discussed in advance with your contact as some workplace coordinators are in a better position to be able to make recommendations than others.

Interview

Design the interview based on the opportunity you are offering and the criteria identified as being key to being successful in the job and your workplace. The FAN Interview Template may be useful. Prepare your questions in advance and ask the same questions of all candidates so you are able to make a fair comparison. Take notes during the interview for future reference when making your selection decision and to prompt you as to which candidate said what⁴.

There are three main types of interview questions:

1. Open-ended questions e.g. What are your career goals?
2. Situational (hypothetical) questions e.g. What would you do if a customer started shouting at you?
3. Behavioural (exemplar) questions e.g. Can you give me an example of a time you were on a team with someone who was difficult to get along with. How did you deal with the situation?

While research indicates behavioural questions to be the most indicative of likely behaviour on the job (past behaviour is the best predictor of future behaviour), **given that a young person has likely had limited exposure to a workplace it may be more difficult for a candidate to answer these kinds of questions if they are work-specific.** In this case situational questions can give some valuable insight into the way a candidate may react to typical situations that occur in your workplace that they will need to deal with on the job. For work experience opportunities a few open-ended questions should be sufficient.⁵

Start your interview with a few general warm-up questions to build some rapport with the young person and get them comfortable talking about themselves (e.g. what are their most and least favourite subjects they're studying, their interests/sports/hobbies, their career goals etc.).

When planning your interview, in addition to asking questions around your identified competencies and criteria, some other possible questions to consider:

Sample Work Experience Interview Questions

- What do you already know about the job/industry?
- What interests you about the job?
- What do you hope to get out of the experience?
- Do you have any questions or concerns about the opportunity?

⁴ You may want to have someone else in the interview with you taking notes so you can concentrate on the candidate and their answers. It also gives you someone to discuss the merits of the candidates with afterwards and help with the decision making process.

⁵ If you have any concerns about a young person's suitability for a work experience opportunity discuss these with the work placement coordinator – you are not obliged to take all applicants and the coordinators want the experience to be positive for employers.



- Is getting to and from work likely to be an issue for you?⁶

Sample Interview Questions for a Project-based work opportunity

- Can you give me an example of a project you have been involved with before?
 - How did you ensure you were on track?
 - How did you organise your time?
 - Did you have any issues understanding what you needed to do? If so, what did you do to resolve that?
 - Did you have any issues meeting deadlines? If so, what did you do about it?
 - Who else did you need to work with.... what kind of working relationships did you have with them?

What your candidates will want to know

- Brief background to your industry and business
- Detail of the opportunity you are offering
- What kinds of tasks they can expect to be performing and with whom?
- When they are expected to be at work and hours
- What your expectations are – punctuality, behaviour, dress, attitude
- Who is their point of contact?

Selection testing/assessment/work samples

While this is not necessary for a work experience opportunity, if you are intending to enter an employment relationship, the aim of your selection process is to gather as much evidence as possible that the candidate will be capable of doing the job (allowing for candidates' youth and experience levels). If the opportunity you are offering requires minimum skill level, it is perfectly acceptable to ask a candidate to provide evidence of this in the interview. For example, if they will be required to make a PowerPoint Presentation at the conclusion of an internship or project and they are expected to be proficient in this you can ask them to prepare a five-minute presentation for the interview (it could be a presentation about why they should get the job). If you require a candidate to be able to bang a nail in straight, take them out into the workshop in the interview and see what they can do. You could also ask them to bring in examples of their work.

Reference Check

Before entering an employment relationship with someone always request the contacts of at least two referees who can comment on the candidate's competencies necessary to do the job. For youth it may be previous employers (if they have had a

⁶ If transport to and from work may be an issue, discuss a plan to resolve this. Possibilities may include car-pooling with other employees or the young person's wider network or providing subsidised taxis or bus passes. Transport problems for young people are often the cause of tardiness and absenteeism.



part-time job, done volunteer work or spent time on a work-placement), teachers (preferably those who taught the classes most relevant to the job), coaches, leaders of clubs or church groups and so on.

Ask questions of the referees related to your key requirements of the candidate i.e. do they have the knowledge, skills and abilities they say they do? Also ask questions about the candidate's attitudes to work and other people, check the validity of specific answers the candidate may have given you in the interview and raise any concerns you may have about the application. Ask referees what they believe the candidate's main strengths and weaknesses are and if the referee would employ the candidate. The [FAN Reference Check Template](#) may be useful.

Make an offer

Depending on the type of opportunity the offer could be to the work placement coordinator or directly to the individual. Negotiate terms including objectives, hours, payment, study conditions and retention strategies. Include the education provider in discussions where applicable and complete requisite paperwork⁷

⁷ Sample Letters of Offer and Employment Agreements are available for Internships and Cadetships. For Internships see [FAN Sample Letter of Offer \(without trial period\)](#) and [FAN Sample Internship Contract](#). For Cadetships see [FAN Letter of Offer \(with trial period\)](#) and [FAN Cadetship Sample Contract](#). Check with work placement co-ordinators for any associated paperwork they may require.