

Clerical Admin Pay Equity Claim: Comparator Interviews

Information Brief for Liaison

What is included in this document

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Interview scheduling

- We will work with you to schedule a suitable date(s) to conduct interviews
- The duration of the employee interview is up to 90 minutes

Interview times and duration

- The interview team would prefer to have a minimum of 30 minutes between interviews to finish note-taking and to prepare for the following interview.
- We acknowledge the need for flexibility with interview times throughout the day and that they may not be able to occur back-to-back

Location

- A room that offers privacy for the duration of the interviews is required
- If you have difficulty providing a suitable location, please contact us

Information we need from you

Any general health & safety and/or organisation-specific information the interview team should know before arriving to conduct interviews

Documents to be distributed to interviewees

Recipient

Employee

Manager / Team Leader

Document

Employee Interview Brief, inclusive of work log

Team Leader / Manager brief

Leading up to the interview

A Few Days Before the Interview Day

We will call to advise the interviewers who will be carrying out the interviewing, confirm details with the workplace and request a contact number upon arrival

Interview Day

The interview team will arrive approximately 30 minutes before the first interview for introductions, set up, and any required orientation

Contacting the Pay Equity Project Team

Please send the required information/documents to pay.equity@tas.health.nz

If you have any questions regarding the interview process, please contact the Pay Equity Project Team at pay.equity@tas.health.nz

Thank you for participating in this process and working to ensure the smooth running of these interviews

Interview Checklist

Organisational Items

- Interview date and times have been decided in conjunction with the Pay Equity Project Team
- Employee has agreed to participate in the interview process
- Appropriate release and, if necessary, cover arrangement have been made
- An appropriate room to conduct interviews in has been organised

Documents to be distributed to interviewees

- Employee Interview Brief, with attached work log, have been given to the employee
- Manager / Team Leader has received information brief

Information/Documents to send to the Pay Equity Project Team

Health & safety and/or organisation-specific information including job descriptions needed by the interview team prior to arrival has been sent to the Pay Equity Project Team pay.equity@tas.health.nz