

LEADERSHIP VICTORIA

WCLP Selection Advisory Panel Briefing Notes

For 2021 Nominations

Confidential

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Williamson Community Leadership Program Nominations

About the program

Williamson is a unique, immersive year long program designed to transform the way you think about your leadership purpose.

The program is built on the premise of experimentation. It will push you to continually challenge how and why you lead. It will expand the way you see the world and change the way you exercise leadership. You will engage unusual voices and learn to mobilise and empower others to do extraordinary things in your organisation and community. You will become adept at strategic analysis, systems thinking, sense making, and will critically examine the challenges and opportunities facing today's leaders.

You will experience an enormous shift in the way you activate in your workplace, community and personal life.

Achieve impact in complex and rapidly changing environments, discover your leadership purpose and support your organisation and your community to perform better, and adapt and thrive in today's world.

Employer support is required

The program requires any candidate who is working for an organisation to gain sign off from their CEO or sponsor to participate in the program.

Your role as a panel member

Our goal

Our goal in assembling interview panels is to objectively assess candidates for their suitability and to ultimately assemble an interesting, diverse, dynamic, exciting and inspiring group of current and emerging leaders who are ready to make a difference.

Time commitment

We ask that panellists participate in at least 3 x 40min interview sessions (20min interview, 10min debrief and 10min break) via Zoom on their preferred day between Monday 12 October and Friday 13 November, plus join a quick panel briefing 10 minutes prior to the first interview. This equates to a total time commitment of maximum 2 hours.

What we look for in WCLP candidates

Candidates who are:

- Are curious about how to make a bigger difference through exercising leadership and create a greater impact in their organisation and broader society.
- Have a sense of their moral and ethical self, and want to contribute to a better world.
- Have diverse backgrounds, for example in terms of their skills and abilities, their experiences, culture, geographic location and experience of disadvantage or life challenge.
- They come from a variety of work backgrounds including the not-for-profit, government and commercial sectors, for example corporate, the arts, small business, government, welfare, the professional services, unions, sport, agriculture and more.

Candidates must:

- Meet the attendance expectation; that is, to attend a minimum of 80% of WCLP monthly events, plus three mandatory events (opening and closing retreats, and one field trip).
- Make a personal contribution, have their employer's financial contribution and sign off confirmed, and provide two referees.
- Commit to participating in ongoing activities and initiatives on a volunteer basis via LV impact activities.

Note that no individual is discouraged from applying for economic reasons. All candidates are invited to submit their applications as all places are determined on merit.

High-level Application and Selection process

- 1. Applications close on the 30th of September**
- 2. Leadership Victoria reviews all applications**
 - Leadership Victoria Staff check personal details and the application form for each application to make sure they meet the criteria.
 - You will find a copy of the application questions completed by applicants in Award Force.
 - *Note:* We ask a set of diversity questions in the application, responses to these questions will not be displayed in award force. We at Leadership Victoria are committed to ensuring diversity of participants in all Leadership Victoria Programs. We encourage applications from people from Aboriginal and/or Torres Strait Islander people, those with lived experience of disability, people from culturally diverse and multi-faith communities, those living in rural and regional areas, youth and seniors. The collection of diversity information does not form part of the assessment criteria for selection and is therefore not visible to panellists. For applicants, sharing this information is optional.
- 3. Interview panels review and interview applicants**
 - This year Leadership Victoria is using a system called *Award Force* to access and review all applications.
 - Within Award Force, panel members can access and review the batch of applicants they will be interviewing prior to the interview sessions time.
 - Interview panels comprise of one Leadership Victoria staff member and two Williamson Alumni per interview.
 - At each interview session individual panel members rate responses for each question (via Award Force). Award Force allows Leadership Victoria to analyse these ratings and provides a standardised candidate ranking.
 - Interviewers may also recommend that Leadership Victoria contacts candidate referees in some instances.
- 4. LV notifies all participants of their status**
 - LV notifies all successful and unsuccessful applicants of their status (November – December 2020)
 - Successful applicants generally have up to seven days to accept their position.
 - If there are candidates unable to take up a position, an offer will be made to a waitlist candidate (in order).

The Interview, Rating and Comments

Purpose

The purpose of the interview is to see the person behind the application. At interview, this is an opportunity for panel members to assess:

- Personality and personal qualities
- The capacity of the candidate to grow with experience, demonstrating their potential to take up a leadership role in the future

- The capacity of the candidate to work as a part of a team and to contribute to the group
- How enthusiastic and interested the candidate is about helping community, furthering themselves and contributing to the greater good
- The candidate's potential to apply learning's back in their organisation and to their community
- How likely they are to complete the year and graduate.

Length and structure

All interviews are being held over Zoom. Each interview is scheduled to last half an hour (plus 10 minute break) and is structured as follows:

- 15 minutes – panel questions applicant
- 5 minutes – applicant asks questions of the panel
- 10 minutes – panel debrief, discussion about the applicant and any score discrepancies
- 10 minute - break before next applicant enters
- There are five questions as part of the interview process. Scroll to the bottom of each application in Award Force to view the interview questions.
- A panel briefing will be held 10 minutes prior to the first interview scheduled. This enables to LV staff member to introduce the panel, outline the process, and ensure panellists are informed and ready to proceed.
- Please note: Candidates are sent the questions 24 hours before the interview.

Tools to use during the interview

Award Force

- Go to: <https://leadershipvictoria.awardsplatform.com>
- Login using your Username and Password.
- Go to Applications → Review applications in the Menu on the left-hand side of the page.
- Under Review applications, you will see the three applications that have been assigned to you and one test application called Sandra Smith (Interview Test Application).
- Select the name of the applicant to open and review the application.
- At the top of the page you will find the applicant's details, experience and resume. Scroll down to review the applicant's response to the application questions.
- Score their response at the right-hand side of each question by selecting a number rating from the drop-down field and leaving your comments in the comment field. Select 'Save comment' before moving in to the next question.
- Once you have scored each question, select 'Save + next' at the bottom of the page, to move onto the next application. Or select 'Save + close' to close the application.
- An instructional guided tour of Award Force is also available [here](#).

Open the interview

The Leadership Victoria panel member will introduce each applicant to the selection panel, and acknowledges the panel's role in the selection process.

Question the candidate

- There is a pre-set list of questions for the panel to ask during the interview, we have included these below, they are also on Award Force.
- Leadership Victoria staff member will ask the first question, followed by alumni.

Rating and Comments

- Each question is scored out of 1-4, an explanation of what constitutes a 1, 2, 3 or 4 can be seen underneath (below) or beside (Award Force) the question. Please use these ratings to guide your scoring of each interview question.

- Each panel members is required to submit a score for each interview question and candidate. At the end of the interview, there should be 3 x ratings and comments for each question per candidate. Award Force combines the scores to generate an average for each question and overall.
- We have also asked for a comment following each question. Please provide a short summary of the applicant's response in the 'comment' box. This ensures we can accurately assess the scoring and provide feedback if requested. It is up to you whether or not you would like to score and comment directly into Award Force, or handwrite notes and then during the 10 minute break after each interview/ at the end of all three interviews submit the scores and notes into Award Force.

Interview Questions

1. *So, why are you here?*

This question is scored out of 1-4.

- 1= Haven't given clear thought to it / unable to articulate
- 2 = Single focussed reasoning e.g. (ultimately I want to get promoted)
- 3 = Multiple perspectives but not necessarily deeply considered
- 4 = Multiple perspectives / views e.g. reflection on self, how you interact with others, future focus to what their broader contribution might be

This score also requires a comment. Please provide a short summary of the applicant's response. This ensures we can accurately assess the scoring and provide feedback if requested.

2. *Williamson is a unique, immersive year long program designed to transform the way you think about your leadership purpose. It is a program to experience, not consume or be spoon fed. What do you think you will find most challenging with this approach to learning?*

This question is scored out of 1-4.

- 1 = Haven't given clear thought to it / unable to articulate
- 2 = Don't have an understanding of their own learning preferences
- 3 = Have a good understanding of preferences for learning and can articulate where challenges might be
- 4 = Have a good understanding of preferences for learning and can articulate where challenges and growth opportunities might be

This score also requires a comment. Please provide a short summary of the applicant's response. This ensures we can accurately assess the scoring and provide feedback if requested.

3. *What strengths and experiences will you contribute to Williamson? [What will you give / bring to the group?] [You might have reference to the answer on the application form re strengths – you can find this on award force]*

This question is scored out of 1-4.

- 1 = Haven't given clear thought to it / unable to articulate
- 2 = Have an understanding & able to articulate strengths or experiences, not the other
- 3 = Have a good understanding of strengths & experiences, articulate clearly what they bring to the group
- 4 = Have a good understanding of strengths & experiences, articulate clearly what they bring to the group, strong orientation to encouraging growth in others, and also awareness of what own learning edge might be in this

This score also requires a comment. Please provide a short summary of the applicant's response. This ensures we can accurately assess the scoring and provide feedback if requested.

4. *[Add some context - Williamson is around 23 intensive days and events, plus preparation, plus CLAN work, plus optional additional activities. You need to prepare fully, contribute fully, and commit fully ... including minimum 80% attendance on program days, attending all the retreats and field trips.] In this context, what plans have you put in place to ensure that you can meet the time commitment and expectations of Williamson?*

This question is scored out of 1-4.

- 1 = Haven't given clear thought to it / unable to articulate
- 2 = Have given some thought, superficial or standard responses
- 3 = Have given thought to a strategy or two in context of how they work best
- 4 = Spoken to (or plans to speak to) managers, team members and family (if relevant) around creating the space they need and able to articulate strategy

This score also requires a comment. Please provide a short summary of the applicant's response. This ensures we can accurately assess the scoring and provide feedback if requested.

5. *"Selecting you will stop someone else undertaking the program. In what way is that ethical?"*

This question is scored out of 1-4.

- 1 = No response / unclear / superficial
- 2 = Self oriented / technical response e.g. make sure I do all the reading, attend all the program dates
- 3 = Offers an awareness of self & obligation to others
- 4 = Offers multiple perspectives on self & obligation to others, how they might cascade their learning and participation to workplace, community, family

This score also requires a comment. Please provide a short summary of the applicant's response. This ensures we can accurately assess the scoring and provide feedback if requested.

The candidate questions the panel

Leadership Victoria Staff member will ask the candidate if they have any questions they would like to ask the panel about the WCLP.

Close the interview

- Leadership Victoria Staff will thank the candidate for their interest and attendance.
- Advise them that offers will be made in November.
- Invite the candidate to provide feedback about the application process (the information provided, the form to complete, the interview process) via email, to help LV to continuously improve the selection process.

Panel Recommendations

The panel will meet for approximately 10 minutes at the conclusion of the interview session to review and discuss their ratings/comments for each candidate. These scores are submitted via award force.

Thank you for your support of LV and the Williamson Community Leadership Program.