



WCLP Selection Advisory Panel Briefing Notes

For 2022 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.

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, committed, diverse, dynamic, exciting, and inspiring group of current and emerging leaders who are ready to make a difference.

To help us choose next year's cohort, you will be joining a 3-person interview panel to assess the candidates.

Time commitment

We ask that panellists participate in blocks of at 3x 40min interview sessions (20min interview, 10min debrief and 10min break) via Zoom on their preferred days between Wednesday 1 September and Thursday 30 September, plus join a quick panel briefing 10 minutes prior to the first interview. This equates to a total time commitment of maximum 2 hours per block of interviews.

As there is a large volume of applications that come in each year, we typically ask panellists to volunteer for more than 1 interview block (consisting of 3 individual interviews). We anticipate most panellists will be invited to 1 to 2 interview blocks. There may be an occasion where a panellist is asked to participate in a third interview block.

What we look for in WCLP candidates

Candidates who:

- 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.
- Are committed to the program, understand the time commitment involved and have the support of others around them to complete the program. As a reminder, employer support is required, and the program requires any candidate who is working for an organisation to gain sign off from their CEO or sponsor to participate in the Williamson.
- 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 Williamson Application and Selection process

1. Applications closed on the 2nd August

- Leadership Victoria uses a system called Award Force to access and review all applications.

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 candidates 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 candidates, sharing this information is optional.

3. Interview panels review and interview candidates

- Within Award Force, panel members can access and review the batch of candidates 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 candidates of their status (September – October 2021)
- Successful candidates 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 of the interview

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 learnings back in their organisation and to their community
- How likely they are to complete the year and graduate

Structure

All interviews will be held over Zoom. Each interview is scheduled to run for half an hour (plus a 10-minute break) and is structured as follows:

1. The LV Staff Member sitting on the panel will start the Zoom meeting (the link will be provided in your calendar invite).
2. A panel briefing will be held 10 minutes prior to the first interview scheduled. This enables the LV staff member to introduce the panel, outline the process, and ensure panellists are informed and ready to proceed.
3. A waiting room has been enabled; the LV Staff Member panellist will accept the candidate into the meeting when they arrive for the interview.
 - a. 1 minute – panel introduction
 - b. 14 mins – panel questions candidate
 - c. 5 mins – candidate asks questions of the panel
 - d. 10 mins – panel debrief, discussion about the candidate and any score discrepancies
 - e. 10 mins – break before next candidate enters
4. There are five questions as part of the interview process (see below). You can also scroll to the bottom of each application in Award Force to view the interview questions. **Please note: Candidates are sent the questions 24 hours before the interview.**
5. Leadership Victoria Staff member will ask the candidate if they have any questions they would like to ask the panel about the Williamson.
6. Leadership Victoria Staff will thank the candidate for their interest and attendance, advise them that offers will be made before the end of October.
7. Leadership Victoria Staff will 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.

8. Finally, 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.

Using Award Force during the interview

- Go to: <https://leadershipvictoria.awardsplatform.com>
- Login using your Username and Password.
- A video tour of Award Force is available [here](#) if you prefer a video walkthrough.
- 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 candidate to open and review the application.
- At the top of the page, you will find the candidate's details, experience, and resume. Scroll down to review the candidate'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 on 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.

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 the question in Award Force. Please use these ratings to guide your scoring of each interview question.
- Each panel member is required to submit a score for each interview question and candidate. At the end of the interview, there should be 3x 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 candidate'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 or at the end of all three interviews to submit 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) or focus on self and what participation may do for them
- 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 to their team or community)

This score also requires a comment. Please provide a short summary of the candidate'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 or express a strong inclination to a traditional, highly structured learning environment
- 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 candidate'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 awareness of what their own learning edge might be in this

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

4. *[First share some context: Williamson is ~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 candidate's response. This ensures we can accurately assess the scoring and provide feedback if requested.

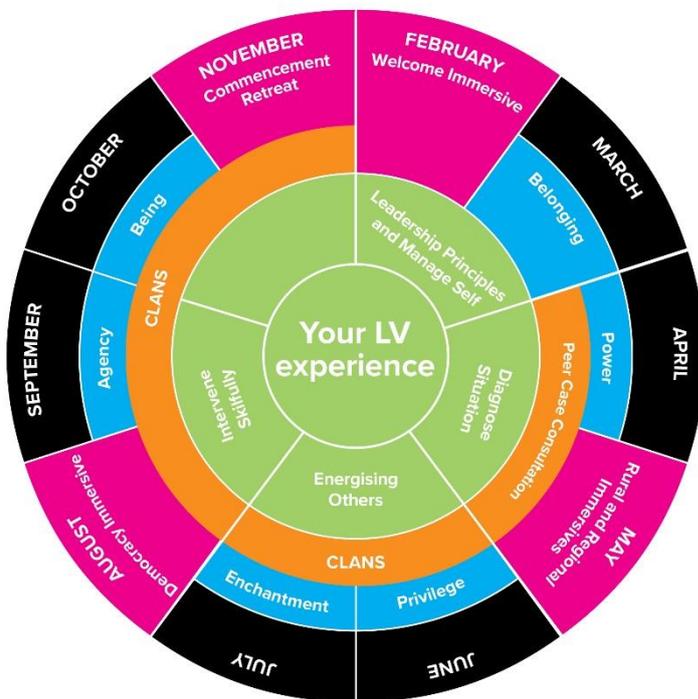
5. "Selecting you will stop someone else undertaking the program. In what way is that ethical?"

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 candidate's response. This ensures we can accurately assess the scoring and provide feedback if requested.

WILLIAMSON LEADERSHIP PROGRAM



LEADERSHIP

Leadership days focus on practising and exploring leadership principles and competencies

THEME

Theme days expose you to new perspectives and experiences to themes at the heart of societal issues

IMMERSIVES

Immersives offer you deep focussed experiences

IMPACT

CLANs focus applying leadership principles and competencies with a current societal challenge

**LEADERSHIP
VICTORIA**

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