

Post-interview action list

Oliver Tane: Kahurangi marketing lead

Interview date: Monday 25 May 2026 · Stage: Second round · Next step: Hiring manager debrief, then decision on final round

Immediate (within 24 hours)

- Send Oliver a thank-you note acknowledging the strong interview and flagging that next steps will come within the week.
- Write up capabilities report and send to Sarah (hiring manager) ahead of Wednesday's debrief.
- Update ATS with interview notes, rating summary, and recommendation to progress.
- Block 30 minutes in Sarah's calendar Wednesday for debrief.

This week

- Prepare probing question set for final round focused on team leadership stretch: how he has handled underperformance with his coordinator, leadership style, whether he has sought out development.
- Draft reference check questions, with two of three references focused specifically on people leadership (not just commercial output).
- Confirm with Oliver which referees he is offering and that we can approach them after final round.
- Check his current notice period and earliest realistic start date — Kahurangi wants someone in seat before the spring grocery reset.
- Cross-check salary expectations against the band Sarah signed off; flag early if there is a gap.

Before final round

- Brief Sarah and James (founder) on the team leadership orange rating so the final round can test it properly rather than skating past it.
- Send Oliver the Kahurangi brand deck and last 12 months of category data so he can prepare a short strategic POV for the final round.
- Confirm format with Sarah — is this a presentation, a working session, or a founder culture-fit conversation?
- Book final round room and tee up tasting (James insists on every candidate trying the range).

Pipeline management

- Hold the two backup candidates (Sarah and Milton) warm with a short update — do not lose them while Oliver progresses.
- Decline the three candidates who did not progress past first round with personalised feedback.
- Update Kahurangi weekly tracker with current stage for all five active candidates.

Admin

- Submit Oliver's interview expenses (he flew in from Auckland, receipts on file).
- Log billable hours against the Kahurangi retainer for May.
- Diary note to follow up with Sarah Friday if no decision by then.