

Recruitment Panel Roles and Responsibilities

Composition of Panel:

- Hiring Supervisor
- Subject Matter Expert (SME)
- 2-3 additional panel members

Role of Panel Members:

Hiring Supervisor:

The Hiring Supervisor will contact Human Resources for training and assistance on the panel search process. The Hiring Supervisor will be responsible for updating the Position Description and creating the required recruitment documentation including Selection Criteria, Advertising Text, and Panel Composition forms. The written Search & Screen Policy and Procedures must be followed throughout the process.

Choosing at least one Panel member outside the hiring department has great benefits. It can add a new perspective to the assessment of the candidates. It is also particularly useful if you choose someone that will be an internal customer of the candidate.

At the beginning stages of the recruitment process, and after the panel has been identified, the Hiring Supervisor will hold an introductory meeting whereby panel members will be introduced to each other and have their role explained, as well as provided with the following information:

- Position Description
- Selection Criteria
- Confidentiality Statement and Guidelines for Contemporary Interviewing (located on HR Recruitment Web page)

The entire panel must be involved in the screening (phone or video conference) and on campus interviews. The Hiring Supervisor must schedule a meeting of the entire panel with AAO prior to the start of the interviews.

Prior to the screening (phone or video conference) and on campus interviews, provide panel members with:

- Application materials with personal contact information redacted
- Interview questions

When planning the interview itinerary, consider including others in the department, division and/or other internal customers in the interview process. There should always be at least 2 people present for reference checking. All panel members should be present for phone/video conference interviews and on-campus interviews. After the interviews are complete, all panel members will meet so the hiring supervisor can hear the input from interviewers about the candidates.

The Hiring Supervisor is responsible for maintaining applicant confidentiality and not sharing any application materials or interview notes, as well as shredding the same after the search is done.

Subject Matter Expert (SME):

The SME will conduct a review of applicants' materials with the hiring supervisor to determine which applicants comprise Tier 3 (do not meet minimum qualifications), and select candidates for phone/video conference interviews. The SME will be involved in the phone/video conference interview, on-campus interview and reference checking processes as well as providing feedback to the hiring supervisor about the interviewees.

The SME is responsible for maintaining applicant confidentiality and not sharing any application materials or interview notes, as well as shredding the same after providing interview feedback to the hiring supervisor.

Interview Panel Members:

The Interview Panel Members will be involved in the screening (phone or video conference) interviews and will provide input in the selection of Tier 1 candidates to be interviewed on-campus. The Panel Members will participate in on-campus interviews and may be asked to participate in reference checking. It is the responsibility of the Panel Members to review the Position Description and other materials provided by the hiring supervisor in advance of any interviews. The Panel Members will also provide feedback on the interviewees to the hiring supervisor.

The Panel Members are responsible for maintaining applicant confidentiality and not sharing any application materials or interview notes, as well as shredding the same after providing interview feedback to the hiring supervisor and SME.