

Panel Recruitment:

Composition of Panel:

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

Role of Panel Members:

Hiring Supervisor:

The Hiring Supervisor will be responsible for creating the required recruitment documentation, including Search and Screen Panel Composition for and Position Description. The SME may provide assistance and input into the recruitment documentation, particularly the Position Description. The Hiring Supervisor is responsible for ensuring Panel Recruitment Procedures are followed throughout the process.

The Hiring Supervisor will contact Human Resources (HR) for training and assistance on the panel recruitment process.

Subject Matter Expert (SME):

The SME may be asked to assist the hiring supervisor with creating the Position Description. The SME will conduct a review of applicants' materials with the hiring supervisor to determine which applicants do not meet minimum qualifications and select candidates for phone/zoom interviews. The SME is will be involved in the phone/zoom interviews, 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 phone/zoom interviews and will provide input in the selection of 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.

Recruitment Panel Procedure:

Recruitment Panel Creation and SME selection:

The Hiring Supervisor will select a Subject Matter Expert (SME). This individual will be knowledgeable of the position, as they have performed the same or similar duties of the position, work closely with the position or have expertise in the area.

The Hiring Supervisor will select panel members. It is recommended that Panel Members are individuals that will work closely with the position and at least one individual from outside the hiring department. This Panel Member 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.

Recruitment Related Activities

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:

- Roles and Responsibilities
- Access to application material
- Selection Criteria
- Confidentiality Statement and Guidelines for Contemporary Interviewing

The Hiring Supervisor must schedule a meeting of the entire panel with HR for the Recruitment Panel Orientation. The Hiring Supervisor may seek out assistance for unit support staff to coordinate interview related activities or they do this on their own.

Application review

The Hiring Manager and the SME will conduct a review of applicants' materials to determine which applicants do not meet minimum qualifications and select candidates for phone/zoom interviews.

HR will review the composition of the applicants moving forward to ensure they are representative of the applicant pool.

First Screen (phone/zoom) and on campus interviews

The panel and SME must be involved in the first screening (phone /zoom) and on campus interviews.

Prior to the screening (phone/zoom) and on campus interviews, provide panel members with:

- Interview questions
- Access to all application materials

The Hiring Supervisor will provide HR will all interview questions for review and approval.

First Screen

After the phone/zoom interviews are complete, the panel and SME will meet and provide input on the applicants that were interviewed, providing pros and cons on each to assist in determining who will move to the on campus interview.

The Hiring Manager working directly with the Executive Team member for the area, and the input for the panel and SME will determine who will be invited to an on campus interview.

HR will review the composition of the candidates moving forward to ensure they are representative of the applicant pool.

On Campus Interviews

When planning the on campus interview itinerary, consider including others in the unit and/or other internal customers in the interview process.

The candidate will meet with the committee and the Hiring Supervisor and the Executive Team for the area. A brief walk about the work unit and building is recommended.

After the interviews are complete, all panel members and the SME will meet with that the hiring supervisor to provide input on each candidate.

The Hiring Manager working directly with the Executive Team member for the area, using the panel and SME's input to determine who will be considered for the position.

Reference Checks

Reference checks will be completed on individuals being considered for the position.

There should always be at least 2 people present for reference checking.

Offering the Position

Upon completion of the referenced checks, the hiring supervisor will offer the position.

Once there is an accepted offer the Hiring Supervisor will work directly with HR to begin the new hire process.

Recruitment Completion

The Hiring Supervisor will provide HR with the following

- All interview questions
- Correspondence with applicants and candidates
- Notes from panel meeting, to include a yes/no for moving to phone/zoom and pros/cons for each individuals brought for an on campus visit.

The recruitment file will be a combination of online and paper.

- Application materials are on line documents and will be maintained by HR
- Copies of job postings will be both electronically and paper

The panel members, SME and hiring supervisor are responsible for maintaining applicant confidentiality and not sharing any application materials or interview notes, as well as shredding the same after the search is completed.