



## Recruitment Panel Composition

The Panel process is to be used for the recruitment of classified staff.

### **Selecting the Panel:**

The panel is comprised of a diverse group of individuals selected by the Hiring Supervisor and/or Executive Team member for the areas. Diversity encompasses, but is not limited to race/ethnicity, gender, disability, age, and position (e.g. manager, staff, student, and community participant). A diverse panel adds new and beneficial perspectives to the applicant screening and assessment processes.

When selecting members for the panel, keep the following in mind:

- Try to find panel members who are available to participate fully for duration of the recruitment process.
- In general, a panel should consist of the Hiring Supervisor, subject matter expert (SME) and 2-3 additional interviewers.
- Your panel should be diverse in terms of age, gender, ethnicity and work/life experiences. Just as important are picking members who understand the open position, can objectively evaluate the applicants, can actively participate in the discussions and can maintain confidentiality.
- Any person considering applying for the open position should not participate as a panel member.

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Check all that apply as it pertains to the diversity of your panel members:

- Gender    Age    Race/Ethnicity    Disability    Work/Life Experiences

Check all that apply as it pertains to experience of panel members:

- Levels of experience with search and screen process
- Interviewing expertise and skills
- Network connections to underutilized groups
- AA/EEO knowledge and expertise

LIST PANEL MEMBERS BELOW:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Hiring Supervisor: \_\_\_\_\_

Subject Matter Expert (SME): \_\_\_\_\_