STEP 4: INTERVIEW PANEL and PANEL LEADER

Depending on the level of the position, the Hiring Manager determines whether to have one or two interview tiers. Next, the Hiring Manager determines the interview panel for each tier and will either select the panel leader or direct the panel members to do so.

INTERVIEW PANEL SELECTION

Select the panel members with care. They are a very important part of the recruitment process. Factors to consider in selecting interview panel members include: someone who is invested in the process and cares about the outcome; has knowledge of the job; will maintain confidentiality; has good judgment; wants to be on the panel and will actively participate in the interview process. For supervisory and higher level positions, include a member of the FS HR team on the interview panel on at least one tier.

Ensure that there are no conflicts of interest between the panel members and the applicants to be interviewed. If there is a perception or possible conflict of interest, contact the FS HR Specialist for further discussion.

Possible conflicts of interest include, but are not limited to:
- panel member is related to an applicant
- social interaction outside of work
- outside business together/work together outside of the UW
- consider a friend

First Tier:
The interview panel may include, but is not limited to:
- Supervisor
- objective third party (FS HR, FS representative, client, etc.)
- a person with job knowledge/technical expertise relevant to the position

Second Tier:
The interview panel may consist of any combination of the following:
- Supervisor
- Manager
- Director
- FS HR
- client
- other
STEP 4: Continued

PANEL LEADER

The panel leader is selected by the Hiring Manager or the panel members prior to the first interview.

The panel leader:

- oversees the interview process, ensures that the procedures are consistent for each applicant interviewed, and that the interviews start and end on time
- checks that the panel members are prepared and answers questions
- greets the applicant and provides a copy of the Reference Checking Consent and Authorization Form for their review and signature. This should be done before the interview starts in order to allow the applicant time to read and sign the form
- collects the signed Reference Checking Consent and Authorization form at the beginning of the interview
- introduces panel members to the applicant and explains how the interview will be conducted
- facilitates the post-interview discussion with panel members and documents the discussion on the interview summary form
- collects and compiles interview notes and resumes from panel members at the end of each interview
- notifies the Hiring Manager of the panel’s recommendation(s)
- provides the Hiring Manager with compiled interview materials after all the interviews are completed

In general, the panel leader is the one who sees that everything goes smoothly and the interview process is followed. The panel leader may also delegate some of the duties to other panel members, but still oversees that they are carried out.