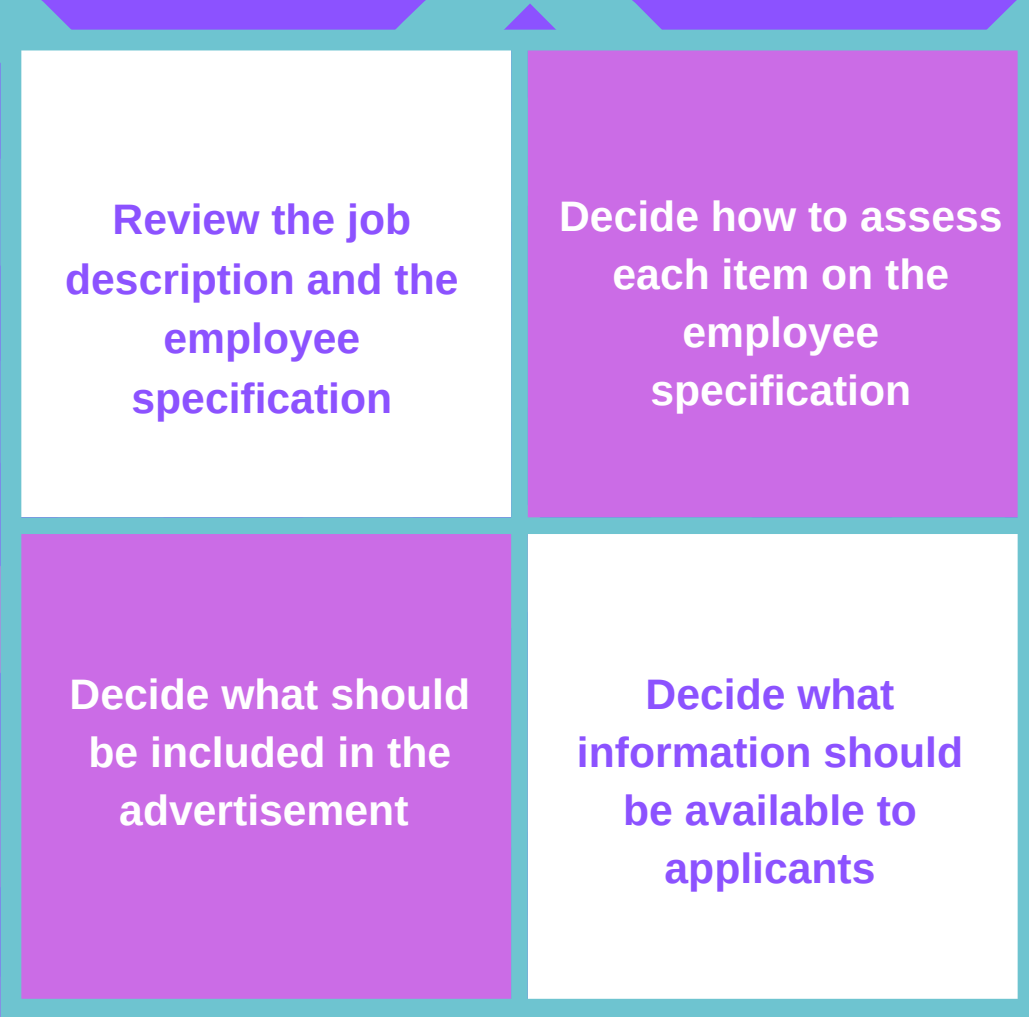


# The Recruitment Panel

## Preparing to Recruit

### Role of the Panel

Being on a selection panel involves far more than just turning up to conduct interviews. As soon as a vacancy arises and at various stages throughout the recruitment process, a panel should be convened to:



After the closing date, the panel are responsible for carrying out the following tasks: □

Short-list

Plan the interviews

Conduct the interviews

### Chair of the Panel

It is the responsibility of the Chair of the Panel to ensure that the recruitment process is planned and conducted properly. Please see section 14 of the Recruitment Policy for more details on the role of the Chair.

### Composition of Panel

There should be a minimum of two people on the interview panel and the majority of panel members should have undergone recruitment and selection training. The Chair of the recruitment panel must have undertaken recruitment and selection training. Due consideration should be given to the composition of the interview panel to ensure, where possible, a gender balance and to ensure that all aspects of personnel, technical and/or specialist functions are covered.

### Declaring an interest

Where a member of a recruitment panel has a personal relationship with a candidate, they will not be permitted to take part in the selection process. Any panel member who feels that their knowledge of a candidate would seriously compromise their objectivity should withdraw from the selection process. It is the responsibility of the panel member to declare this interest. Failure to do so and to continue to participate in the recruitment process will be deemed a breach of policy and the employee may be subject to disciplinary action under the Disciplinary Policy.

If an internal candidate is applying for a post, and the candidate's line manager is participating in the recruitment process, this is deemed to be a professional relationship and can continue.