



Interview panel framework

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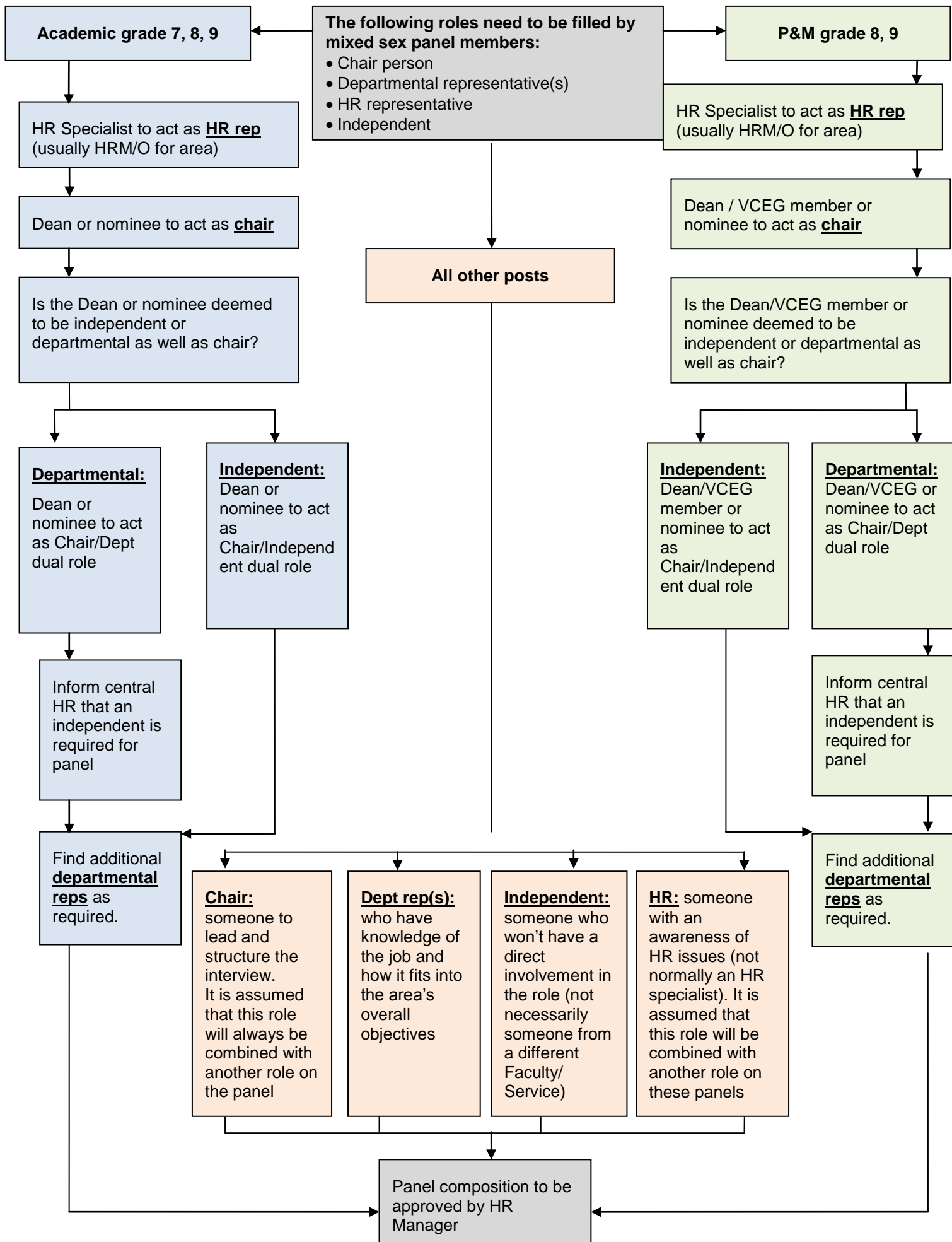
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- 1.1. An Equality Impact Assessment has been carried out as part of the development of this framework and is available from Human resources on request.
- 1.2. This framework defines the required composition of interview panels for posts from grade 2 to 9. The composition of appointing committees for professorial and equivalent roles differs and the Senior Staff Recruitment Coordinator should be contacted when arranging panels at this level. For all other posts please contact your Faculty/Service HR team in the first instance.
- 1.3. For every interview panel from grade 2 to 9, core roles are required:
 - A 'Chair' - to lead and structure the interviews.
 - Faculty/School/Service representative(s) – who have knowledge of the job and how it fits into the area's overall objectives.
 - An 'Independent party' - who won't have a direct involvement in the role and can bring a different perspective and add value to selection as well as helping to ensure consistency across areas. Depending on the role being recruited to this may not necessarily need to be from a different Faculty/Service, for example for lower graded posts.
 - An 'HR view' - someone who has an awareness of HR issues. Depending on the role being recruited to and the complexity of potential issues this may not need to be an HR specialist, for example for lower graded posts.
 - For some posts external representation will also be appropriate, for example Royal College/Trust representation for clinical posts.
- 1.4. This provides a consistent framework within which the appropriate panel for any job can be established. Depending on the job these panel roles might be combined, with a panel member potentially taking on more than one role with all panels having a minimum of 2 people.
- 1.5. It is expected that, for academic posts of grade 7, 8 and 9, the Dean of Faculty or nominee will be present on the panel and will normally take on the role of Chair. If the

Dean or nominee is not 'independent' and therefore unable to act in that role also, an academic member of the promotional college will normally take on the independent role.

- 1.6. For Professional and Managerial posts of grade 8 and 9 it is expected that the Dean of Faculty or nominee or, for the Services, a VCEG member or nominee, will be present and will normally take on the role of Chair. If the Dean/VCEG member or nominee is not 'independent' and therefore unable to act in that role also, a professional and managerial member of the promotional college will normally take on the independent role.
- 1.7. In line with best practice guidelines, there should be no single sex panels.
- 1.8. It is expected that the person taking on the role of 'HR view' will fully support the process and play an active part in the panel by contributing to questioning and the overall assessment of candidates. This role will be taken on by someone at a level appropriate to the post.
- 1.9. All panel roles are supported by role definitions which outline the responsibility of each panel member before, during and after the interview panel.
- 1.10. It is expected that a range of selection methods suitable for assessing both the essential and desirable criteria in the person specification are used as this will enhance objective decision making which is difficult through interview alone.

2. Process flowchart for identifying panel members for all posts from grade 2 to 9



3. Notes to help determine suitable panel members

3.1. Role definitions support panel members before, during and after interviews by fully defining the role they are required to play and can be referred to when determining suitable panel members.

Chair:

- Are they able to fully support questioning and decision making in order to play a full role on the panel?
- Are they able to control proceedings as required?
- Ideally they should have had some Recruitment and Selection training and as a minimum, completed the equality and diversity online training.

HR Rep:

- Do they have an awareness of HR issues that may arise? (E.g. probation, notice periods, salary scales, immigration, CRBs etc)?
- Are they at a level appropriate to the post being appointed to (i.e. for Academic grade 7, 8, 9 and P&M grades 8, 9 the HR rep should be an HR specialist for the area)?
- Are they able to support questioning and decision making in order to play a full role on the panel?
- Are they able to 'challenge' the panel members should they need to?
- Ideally they should have had some Recruitment and Selection training and as a minimum, completed the equality and diversity online training.

Dept Rep:

- Are they at a level appropriate to the post being appointed to? (i.e. of an equivalent or higher grade)
- Do they have knowledge of the job and how it fits into the faculty/school/service and university objectives/strategy?
- Will normally be someone who has been involved in the whole recruitment process.
- Are they able to design and ask effective questions relating to the person spec?
- Ideally they should have had some Recruitment and Selection training and as a minimum, completed the equality online training.

Independent:

- Are they able to 'challenge' the panel members should they need to?
- Will they have a direct involvement in the role? The response to this must be no
- Are they able to bring a different perspective and an element of objectivity to the panel?
- Are they able to 'challenge' the panel members should they need to?
- Ideally they should have had some Recruitment and Selection training and as a minimum, completed the equality online training.