

**Interview**

 **Panel Composition**

The Search and Screen Panel process is to be used for the recruitment of university staff, and is an option for the recruitment of non-instructional academic staff and instructional academic staff.

**Selecting Your Panel:**

The interview panel is comprised of a diverse group of individuals selected by the Hiring Official and/or supervisor. 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 of the panel, keep the following in mind:

* Try to find panel members who are available to participate fully for duration of the recruitment process. If someone knows in advance they will miss any part of the process, it’s not a deal-breaker but you may want to consider finding a different member. If a member of the panel is not available during the scheduled interview of an applicant, that member will recuse themselves from providing input regarding the candidates during that phase of the process.
* In general, a panel should consist of the supervisor, subject matter expert 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.

Date of AAO Charging Meeting:

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:

 Supervisor: Subject Matter Expert (SME):



 Interview Panel Members:



