



Recruitment Checklist for Panel Members

Pre-Interview

- Once Recruitment have distributed the recruitment package, ensure you understand your responsibilities as a panel member with regard to privacy, confidentiality and merit based selection. Familiarise yourself with the Position Description and engage with the Convenor to understand the specific responsibilities of the role to be undertaken and the attributes required.
- Confirm with Convenor regarding Shortlisting and Interview dates, times and locations.
- Ensure assessment of all applications and shortlisting is completed fairly, equitably and efficiently. Declare to the Convenor any conflict of interest (seek advice of Recruitment Consultant if necessary). You are **NOT** permitted to discuss any aspect of the selection process or details of any applicant other than with other members of the Selection Panel.
- Send signed and completed Shortlisting Form identifying the selection criteria met/not met for each applicant to Convenor immediately upon completion.
- Work with Convenor to develop behavioural interview questions based on Selection Criteria. Questions must NOT be discriminatory, biased or irrelevant.

On Interview Day

- Ensure you know which questions you will ask during interview and your responsibilities with regard to privacy, confidentiality and merit-based selection, conflicts of interest and complete confidentiality undertaking form.
- Once all interviews are conducted, ensure deliberations are professionally carried out by taking into consideration the views of all panel members.

Post-Interview

- Ensure you sign on off on the Selection Committee Report OR If the panel cannot agree with the decision, a dissenting (Minority) report may be lodged and/or the matter can be referred to the Director, Human Resources.