

# Panel Interview Guidelines

## THE OBJECTIVE OF THE INTERVIEW:

- To get to know each candidate so you can determine if that candidate will be a good fit for the position, and if there are any critical issues that would limit his/her success in this role.
- Present the job opportunity in ways that will enhance the candidate's interest in the position.

## PREPARATION:

- Take this time to review the candidate's resume and the position requirements to be explored during the interview.
- The Panel should designate a person to kick off the meeting.
- The facilitator will be closely monitoring the time, as it will be very important to allow at least 10-15 minutes at the end of the meeting for each candidate to ask questions and raise issues with the group.

## CONDUCTING THE INTERVIEW:

- The interview process should be conversational and free flowing, and panelists should make every effort to put the candidate at ease.
- Panelists should listen, and listen carefully. The advantage of a panel is "extra ears" to pick up on key details and nuances from the candidate.
- Every panel member should be taking notes, while staying engaged in the discussions taking place.
- Please remember the 80/20 rule. The candidate should be talking 80% of the time; the panelists should talk no more than 20% of the time.
- Each panel member will ask predetermined questions (ideally from an interview question guide), any panel member at any time can ask a probing follow-up question for more detail or clarification. This will not only enhance the likelihood of additional key information being captured but also demonstrate the engagement and rapport between the candidate and the entire panel.
- It is not necessary to ask each question listed on the next pages; what is important is to cover the same basic categories with each candidate.
- Don't forget to thank the candidate for their interest and time; remember they are an invited guest.

## EVALUATING THE CANDIDATE:

- Evaluating the candidate on the provided Interview Evaluation Form is critical in ensuring and documenting a fair and defensible selection process.
- The interview facilitator will lead a debrief session following the interview, during which time each panelist should complete the evaluation on the candidate.
- The facilitator will collect all the evaluations, tabulate and summarize for the hiring manager who is making the final selection decision.

## THINGS TO AVOID:

- One panelist dominating the conversation. Please remember that all panelists have a vested interest in getting to know the candidate and asking pertinent questions.
- Asking questions or engaging in conversation that may link a candidate to a protective class, or be perceived as bias. Please remember to stay away from any questions or conversation related to the following:
  - Age
  - Marital Status
  - Ancestry
  - Color
  - National Origin, Race
  - Religion
  - Gender
  - Sexual Orientation
  - Disability (mental or physical)
  - Medical Condition