E Selection Panels - Interviews

1. Anyone regularly involved in recruitment and selection must have completed the University’s Recruitment and Selection and Unconscious Bias online training courses. They should also ensure they keep themselves up to date by reading any briefing materials produced and distributed, from time to time, by Human Resources.

2. The membership of the selection panel, wherever practicable, should reflect the diversity of the University.

3. The majority of the members of a selection panel should be at a more senior level than that of the postholder being recruited.

4. Members of the Panel should have some expertise which will allow them to form a reasonable judgement as to the suitability of candidates to do the job.

5. Members of the selection panel must not be related to or in any social/domestic partnership with any applicants or candidates. If they discover this at any stage they should withdraw.

6. A minimum of two panel members, excluding the Chair, must be involved in shortlisting. The Chair, if not directly involved must be notified of arrangements and satisfy themselves that correct procedures have been followed.

7. The panel should convene before the first interview to confirm the framework of the interviews, including establishing an outline of questioning. Questions should relate directly to the person specification. Panels do not need to ask exactly the same questions to each candidate but should tailor their questions to the information they have on the application form. However, there must be a structure and each candidate should be questioned on the same general areas.

8. Timing should be realistic. Generally, interviews will take between 30 and 45 minutes, depending on the type of job and seniority.