

## Guidance for Professional Services Staff interview panels

The process outlined in the 'Resourcing for the Future' guidance and the accompanying 'Recruitment and Selection Framework' should be followed for Professional Services posts, in addition to the below.

Equality of opportunity is a core value of the University of Essex and is reflected in our recruitment and selection practices. The following framework has been adopted to ensure the recruitment of our professional services staff is as fair, consistent and transparent a process resulting in the appointment of the most suitable and capable candidate for the post.

The following should be considered when establishing a selection panel for professional services posts:

- All staff involved in the selection process must have completed recruitment and selection training.
- Where practicable the panel should be as diverse as possible and there should be a gender mix.
- It is the normal expectation that panel members will be of at least the same seniority as the post being interviewed.
- The current post holder should not be included in any part of the interview/selection process.
- Although interviews may vary slightly in duration due to the length of responses given by candidates it is important that a consistent approach is taken with all interviewees. This is to ensure all candidates have an equal opportunity to demonstrate their suitability for the post. As a guide it is recommended that all interviews are scheduled for 45 minutes.
- Additional time should be added if a presentation is to be included.
- If a member of staff involved in the recruitment process has or has had a close personal or familial relationship with a candidate, this should be declared to the Chair of the panel and to **Human Resources** as soon as they are aware of the candidate's application, and they should remove themselves from the selection process.

For all professional services posts, where possible the following panel should be convened:

- The Chair at Grade 9 and above: the Registrar (Professional Services posts) /Faculty Executive Dean (Faculty/ Departmental posts);
- The Chair at Grade 8 and below: the Line Manager or Head of Professional Service/Department;
- The Line Manager should always form part of the panel;
- **To enable stakeholder engagement from the wider University in the process - 1 other member of University staff from a different Department/Section;**
- Where appropriate and with the agreement of the Chair, one panel member from outside the University with specialist knowledge/experience relevant to the post, to advise the interview panel.

The Registrar/Executive Dean may delegate responsibility for chairing the selection panel to the relevant Head of Professional Service/ Head of Department/ Faculty Manager as appropriate.

The selection panel composition should be approved by the Chair of the interview panel.

**Please contact your link Resourcing Adviser if further advice or guidance is required at any stage of the recruitment process.**