# What to Expect When . . .

# You are a Member of the Interview Panel.

1. ***When you are contacted to be a member of the interview panel, you will be advised of:***
2. The date and time of the interviews;
3. The location of the interviews;
4. The interview panel participants;
5. In addition, you may have been asked:
   1. To review all applications that were submitted;
   2. To assist in making interview selections;
   3. To develop a portion of the interview questions.
6. ***When the interview begins, you can expect to be:***
7. Introduced to the candidate and you should stand and shake hands with the candidate;
8. Advised of each panel member’s relationship to the position being filled;
9. Made aware of emergency evacuation procedures for the location where the interview is being conducted;
10. Advised of the main duties and expectations of the position being filled (usually by the hiring supervisor), the specific work location for the position, and any overtime or travel expectations associated with the position;
11. Advised of the interview process as told to the interviewee, as follows:
    1. The interview will consist of a standard set of questions that will be asked of all applicants;
    2. Follow up questions may be asked (but do not need to be asked of all interviewees);
    3. Questions can be repeated at the interviewee’s request;
    4. Feel free to take your own notes, in addition to the Human Resources staff member and other panel members who may be taking notes;
    5. Human Resources will ask if the interviewee is able to perform the tasks of the position.
12. ***When the interview questions are completed, you can expect:***
13. The interviewee to ask questions of you and the other panel members;
14. The Human Resources staff member to explain the timeline for making a decision, the possibility of a 2nd round interview, and extending an offer;
15. To stand and thank the interviewee for their time and interest, possibly shaking hands again;
16. To assist in completing the Applicant Evaluation Worksheet for each interviewee at the conclusion of each interview;
17. To discuss the top candidates and assist in reaching a consensus (if no consensus, the final decision is up to the hiring supervisor who must discuss the hiring decision with his/her supervisor);
18. To determine the conversation to share opportunities for improvements from the interview process with internal candidates who are not offered the position;
19. To keep everything discussed during the interview process confidential;
20. If approached by an applicant, it is suggested that you direct them to the hiring supervisor for feedback and/or only give your feedback/observations from the interview without making comparisons to the other candidates that were interviewed.