



Integrating a Panel Interview into your Hiring & Selection Process

Panel interviews provide an opportunity to solicit input and feedback from individuals with a variety of different perspectives during the hiring and selection process. This interviewing best practice creates buy-in from your team because they are part of the process and ensures your team will be invested in the success of the new hire. Below is a checklist of responsibilities to consider when coordinating a panel interview.

- 1. Determine the level of involvement and/or decision making you want from the panel members.
 - Decide what aspects of the selection process that you would like input from your panel members (i.e. application review, phone and/or in-person interviews, applicant presentations, etc.).
 - Decide the level of responsibility your panel members will have. Will they be responsible for making a recommendation of their top candidates, have authority to narrow the candidate pool, or make the final hiring decision?
- 2. Select who will be on the panel.
 - Consider diversity when establishing your panel:
 - A diverse group in regards of gender, age, ethnic background, and University of Kentucky experience presents a well balanced view of your department and the University.
 - A diverse group in regard to individuals who interact with this position – a peer, a direct report (if appropriate) and an internal customer will provide a variety of perspectives of the position’s responsibilities and expectations.
 - Determine the number of panel members and their roles:
 - Limit your panel to a minimum of three and a maximum of five panel members. This provides a manageable group size while ensuring multiple viewpoints.
 - Select a panel member to be the chair of the panel. This individual will lead the panel and be responsible for scheduling panel meetings, coordinating interviews and will take a lead role during the interview itself.
 - Establish panel members responsibilities:
 - ✓ Be confidential with all information received or discussed.
 - ✓ Become knowledgeable of the position and desired applicant skill set and fit.
 - ✓ Review all application materials.
 - ✓ Attend all panel interviews/meetings to provide consistency and fairness.
 - Contact and confirm identified interviewers’ interest and availability to be a panel member.
 - Communicate why you selected him/her as a panel member and discuss the position’s details.
 - Advise him/her of the hiring timeframe and required time commitment.
 - Evaluate the level of training needed for all panel members.
 - Determine if a refresher or an in-depth review of behavior based interviewing techniques is needed. (UK HR Employment best practice: Review the “Behavior Based Interviewing Quick Guide” tool prior to all interviews.)
- 3. Coordinate the panel logistics.
 - Schedule tentative “hold” time on panel members’ Outlook calendars for required meetings and interviews. This time will vary depending on the level of involvement of your panel. Try and do this as early in the process as possible to avoid scheduling issues with the panel members. Also schedule more time than will be required, providing additional flexibility for candidates. Minimum meetings should include:
 - Panel orientation/initial meeting with your panel (1-2 hours)
 - All panel interviews (1-2 hours/interview)
 - Data Integration (2-4 hours)
 - Review “Logistics for Scheduling an In-Person Interview” for additional details on how to successfully schedule interviews.

Note: It is HR best practice to inform all candidates that you will be conducting a panel interview. It is also important to provide each candidate with details on who will be on the panel (i.e. panel member’s name and job title).

For additional assistance, please contact a member of your HR Employment Team:
<http://www.uky.edu/hr/employment/hiring-officials/hiring-enhancement-program>

Revised 03/13/2014