



## Recruitment Checklist for Convenor of a Selection Panel

### Preparation

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- Ensure the position is established/updated (if a new or changing position) with your Senior HR Partner and the Establishment team.
- Review Position Description and send any updates/changes (even minor) to your HR Advisor.
- Finalise your Selection Panel ensuring gender diversity and external panel members (external to your work area), **noting that you as the Convenor are required to have completed the Recruitment Training in the last three years** and obtain approval in accordance with the Administrative (Delegations) Policy.
- Draft a timeline for the recruitment of the position including advertising dates, shortlisting due date and interview date(s).
- Create a requisition for the position in eRecruit. If you have any issues with the eRecruit process, please contact your Recruitment Advisor or the Recruitment Partnerships Team.

### Pre-Interview

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- Once Recruitment have distributed the recruitment package, ensure panel members understand their responsibilities with particular regard to privacy, confidentiality and merit based selection. Familiarise panel members with the Position Description, the specific responsibilities of the role to be undertaken and the attributes required.
- Check with all panel members regarding any conflict of interest and if necessary, seek advice from your Recruitment Consultant.
- Ensure assessment of applications and shortlisting of candidates to be interviewed is completed by each panel member fairly, equitably and efficiently.
- Send completed and signed shortlisting form identifying the selection criteria met/not met for each applicant, to your Recruitment Advisor who will arrange interviews for the successful applicants and send unsuccessful notifications to those applicants who have not been shortlisted for interview. *Applicants must be given a minimum of three working days' notice for interviews.*
- Develop behavioural interview questions based on Selection Criteria that is not discriminatory, biased or irrelevant and circulate to panel members for review and comments.

## On Interview Day

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- Organise for someone to greet candidates at reception and ensure room is appropriately set up for Interview (arrangement of tables, chairs, disability access if required, and water for candidates).
- Ensure all panel members know which questions they will ask during interview and their responsibilities with regard to privacy, confidentiality and merit-based selection, conflicts of interest and complete confidentiality undertaking form. Remind panel members that they are NOT permitted to discuss any aspect of the selection process or details of any applicant other than with other members of the Selection Panel.
- Once all interviews are conducted, ensure deliberations are professionally carried out by taking into consideration the views of all panel members.

## Post-Interview

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- Undertake reference checks on recommended candidate, write notes on referee comments and attached to completed Selection Committee Report (report should include ranking of appointable applicants if applicable). Ensure all panel members sign on off on the Selection Committee Report. *If you require assistance with reference checks, please contact your Recruitment Advisor.*
- Ensure **ALL** fields within the Selection Committee Report are completed and then submit to Approving Delegate. Once the Selection Committee Report is approved by the Approving Delegate, contact successful candidate to make a verbal offer and negotiate a commencement date.
- Send approved Selection Committee Report to your Recruitment Consultant to prepare and send out Letter of Offer, and to notify other unsuccessful candidates.
- Provide post selection feedback – as Convenor it is a critical part of the process that you contact all interviewed applicants and provide feedback within 2 days of the successful applicant accepting the role.