



External panel members – recruitment interviewing guidance

As an external assessor, you are not required to undertake the University's Recruitment and Selection Training however below you will find about your role in the University of Manchester Recruitment & Selection process.

The University of Manchester Policy and Procedures on Recruitment and Selection can be found here:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=37>

Information our equality, diversity and inclusion in recruitment and selection can be found here:

<https://www.staffnet.manchester.ac.uk/human-resources/managers-essentials/new-recruiting-the-right-people/equality-and-diversity/>

Relevant Legislation

- The recruitment process is confidential, and it is essential to ensure that confidentiality is maintained at every stage.
- All documents must be kept securely, and applicants and applications must not be discussed outside the Appointment Panel.
- Amongst other, the main areas of legislation affecting recruitment & Selection are below;
 - Rehabilitation of offenders Act 1974
 - Equality Act 2010
 - General Data Protection Regulations 2018

Your Role

- For all Chair appointments and in some cases for academic appointments below Chair the University requires there to be an external assessor as a member of the Appointment Panel.

- The Chairperson of the Panel will have confirmed that you should be on the panel.
- Your role is primarily to ensure comparable standards across the sector or within the relevant professional area and to support the Chairperson of the Panel in ensuring impartiality.

Pre-Interview

You will be sent the following information at least one week before the interview date. Please note that the information provided will include personal data and should be retained securely; access should not be provided to any other individual.

A campus map, as well as a set of interview papers for you to read and bring with you, comprising:

- Interview timetable
- Copy of the advert
- Further particulars including job description & person specification
- Interview pro-forma, one for each candidate
- Copy of application forms / CVs
- Expenses claim form

Interview question areas will be decided after the short-listing has completed, sometimes immediately prior to interviews for other panel members. In your case the Chair of the Panel should have agreed this with you in advance of the interview

During the Interview

- The interview timetable will normally allow for the panel to meet 20-30 minutes before the interviews are due to start.

- References will be asked for and will be provided to the Chair of the Panel, not copied to all panel members.
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- All candidates must be treated consistently, provided with the same information and asked comparable questions.
- The Chair of the panel will explain the interview format and timings for the day to the panel and to candidates.
- Additional selection exercises, such as presentation, may also be used to assess each candidate. The outcomes of these should be recorded on the interview pro-forma and.
- You are responsible for completing your own interview pro-forma with a full, legible and appropriate assessment of each candidate. This will help discussion and decision-making about the appointment and will also provide a record if unsuccessful candidates request formal feedback.

Note: Candidates may request notes/ information from the Recruitment & Selection Process. If this happens, the University is required to disclose all short-listing and interview notes and other relevant records to the candidate. It is therefore important to only make notes which are relevant to the essential and desirable criteria of the role.

Post Interview

- All paperwork must be returned to the Chair of the Panel on the interview day.
- To claim your expenses you should complete the claim form which should have been sent to you.