***Position Interviewing***

***Date(s) of Interviews***

**Interview Panel Member Briefing & Confidentiality Agreement**

**Hiring Manager (or designee) Panel Briefing:**

* *Describe position interviewing for.*
* *Describe the ideal candidate and competencies you are seeking in interviewees*
* Review timeline including panel debriefing.
* Review interview questions so there is a clean understanding of the question. Also leave a copy for interviewees.
* Review guidelines for scoring criteria.

**Tips for Panel Members:**

* Determine who will ask the questions or if panel members will take turns. For each interviewee, ensure questions are asked in the same order, by the same panel member, for consistency and as a best practice.
* Greet each candidate and give an introduction prior to beginning the interview (brief overview of the position, selection process, timeline, etc.).
* Each panel member should take notes regarding the candidates’ responses. Personal judgments made by the panel members, physical descriptions, and comparisons between candidates should not be part of the notes.
* Panel members should keep comments and gestures neutral. Saying “thank you” and nodding is more appropriate than saying “that’s great!” or frowning. This maintains objectivity and reduces the likelihood of leading (or misleading) candidates to feel or think a certain way.
* If a candidate gives an incomplete response, such as leaving out the result, you may ask, “How did that turn out?” DES recommends limiting clarifying questions because they can reduce the reliability of the interview process if only certain candidates are asked extra questions. You may wish to have a pre-determined set of follow-up questions to ask candidates as necessary.
* Provide the interviewee and opportunity to ask questions of you at the end of the interview. Also tell them approximately when they may expect to be informed of your decision.
* For second round interviews, panel members shall make sure interviewee signs the Background Check and Reference Check Authorization Form.

**Confidentiality Agreement**

Thank you for agreeing to participate in the application review and/or interview process for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ position. Your input will be a valuable piece of the process to help ensure the best candidate is hired.

I certify that I understand that as a condition of my participation in the application review and/or interview process I cannot discuss, outside of the panel structure:

* The names of the applicants
* How applicants are ranked
* Who was selected for interview, or
* The final results

Any questions I received regarding this process must be redirected to either the hiring manager or the DES Human Resources office.

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Printed Name

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Signature Date