# A Step by Step Guide to the Roles and Responsibilities of a Selection Panel

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1 WHY SHOULD A SELECTION PANEL BE FORMED?

In most cases, it will be necessary to form a selection panel to source, authenticate and consider relevant information regarding applicants and to make a recommendation for appointment.

2 WHAT TO CONSIDER WHEN FORMING A SELECTION PANEL

As all selection processes are unique, so will all selection panels be different in order to meet the needs of the recruitment process.

The aim of forming a selection panel is to get together the most appropriate panel, who as individuals will bring certain skills and knowledge to the selection process which will help best determine the applicant who is the right person for the vacancy.

When forming a selection panel it is important to consider the robustness of the selection panel’s knowledge in relation to the vacancy and the appropriateness of the selection panel members to the vacancy.

It is essential that all selection panel members encourage diversity and actively discourage discrimination.

The selection panel chairperson should consider the vacancy when determining the selection panel members. For some vacancies it may be appropriate to have a specific gender/race mix (e.g. if the vacancy was for an Aboriginal Liaison Officer, it might be appropriate to have a stakeholder from the Aboriginal community who interacts with this role).

It is at the discretion of the selection panel chairperson who they request to take part as a member of the selection panel.

The selection panel chairperson should ensure that the selection process is fair and reasonable and this includes the selection of panel members.

Remember that a prescribed selection panel mix does not in itself guarantee a fair selection process.

3 ROLE AND RESPONSIBILITIES OF THE SELECTION PANEL CHAIRPERSON

As a general rule, the chair of the selection panel is usually a manager or supervisor who is filling the vacancy. However, this may vary, depending on the specific circumstances of the vacancy.
The chair is responsible for ensuring that all panel members have a clear understanding of the selection process and for coordinating all selection panel activities including:

- Defining the role in line with the Right Job, Right Person! Recruitment and Selection Framework, particularly Stage 1 - Define;
- Ensuring that the statement of duties and selection criteria are accurate;
- Establishing an appropriate selection panel;
- Convening and chairing meetings (to coordinate short listing of applicants, arranging of interview dates, times and location etc);
- Defining the selection criteria and selection options in line with Right Job, Right Person! Stage 1 - Define (For more information see A Step by Step Guide to which Selection Options you should Use for your Advertised Vacancy);
- Determining the short-listing process and any ranking systems;
- Ensuring that the selection process is fair and equitable;
- Liaising with applicants regarding the selection process;
- Maintaining strict confidentiality at all times during the selection process;
- Ensuring that all selection panel members have appropriate documentation relating to the vacancy;
- Ensuring that selection panel members have a clear and shared understanding of the role, where it sits in the agency, group, business unit, its duties and responsibilities and the capabilities required to undertake the role;
- Ensuring that selection panel members consider all available evidence for each applicant and that selection is based on merit;
- Co-ordinating or conducting referee checks and pre-employment conditions checks, including verification of essential qualifications, identification checks, conviction checks, and/or disciplinary action in previous employment checks where applicable;
- Drafting and finalising the selection report;
- Notifying unsuccessful short-listed applicants by telephone prior to the sending out of letters from Human Resources. (For more information see A Step by Step Guide to Advising Applicants of Recruitment Outcomes);
- Notifying and negotiating all conditions and terms of offer with the successful applicant; and
- Providing post-selection feedback to the unsuccessful applicants (for more information see A Step by Step Guide to Post-selection Feedback); and
- Should the recruitment process be delayed, then the selection panel chairperson should contact, either in writing or by phone, all applicants (that is both short-listed and non short-listed applicants) to advise them of the delay. The selection panel chairperson should advise them of the cause of the delay (if appropriate) and expected timeframes for completion of the process.
ROLE AND RESPONSIBILITIES OF A SELECTION PANEL MEMBER

The selection panel chair is responsible for the nomination of selection panel members.

Selection panel members should have an understanding of the selection process and their responsibilities or should endeavour to gain this knowledge, if unknown, prior to commencing their duties as a selection panel member.

The selection panel is responsible for:

- Assisting the selection panel chairperson with defining the role in line with Right Job, Right Person! \textit{Stage 1- Define};
- Assisting the selection panel chairperson in determining the selection criteria and the selection options;
- Declaring any conflict of interest in writing as soon as possible during the selection process;
- Assessing and short listing applicants;
- Taking notes at interview and conducting referee checks (where appropriate);
- Ensuring that the selection process is fair and that selection is based on merit;
- Contributing to the final recommendations in the selection report;
- Maintaining strict confidentiality both during and following the selection process; and
- Signing off on the selection report.

CONFLICT OF INTEREST

Where a selection panel member has information that they believe would impact adversely on the applicant's ability to achieve the desired outcomes of the role, then this knowledge should be discussed with the chair of the selection panel. It is the responsibility of the chair to determine if further action will be required.

Any potential conflict of interest should be declared at the commencement of the selection process (or as soon as the panel member becomes aware of a potential conflict of interest).

RESOURCES

- \textit{Right Job, Right Person! Recruitment and Selection Framework Stage 1 - Define}
- \textit{A Step by Step Guide to which Selection Options you should Use for your Advertised Vacancy}
- \textit{A Step by Step Guide to Advising Applicants of Recruitment Outcomes}
- \textit{A Step by Step Guide to Post-selection Feedback}