Recording interview panel members

HRIS SUPPORT CENTRE

Introduction

This guide refers to stages **REC 3** and **REC 4** of the recruitment process outlined in the Recruitment Statuses and Events diagram. The guidance covers the steps of how to record your shortlisting/ selection/ interview panel members in the Recruitment Core Portal.

This guide covers the following process steps:

1. Interview Panel

The **Interview Panel** relates to the 'Selection Panel' that will be involved in the recruitment process. This does not necessarily mean that all members will take part in the actual interview(s).

The **Interview Panel** can be entered prior to the vacancy being authorised.

For advice, and links to recommended training for panel members, visit Planning a recruitment on the HR Support website.

Add members to the interview panel

**Core Portal > corehr > Recruitment Dashboard > Vacancies**

1. The *Vacancies* tab will open. Locate your vacancy by entering your search criteria and click the magnifying glass icon. `Search for ID, Title, or Status` 🔍 ▼

2. Click the `Actions ▼` button on the relevant vacancy and select ☑ Edit Vacancy from the list of options.

3. Click on **Interview Panel** and then **Interview Panel** again.

    + Vacancy Profile
    − Interview Panel
    [Interview Panel]
    + Events
    + Costs and Advertising
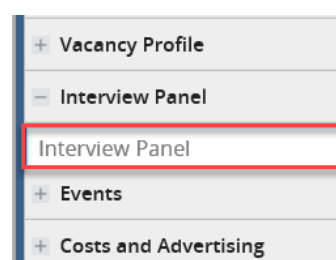
4. This will open the window for the interview panel.
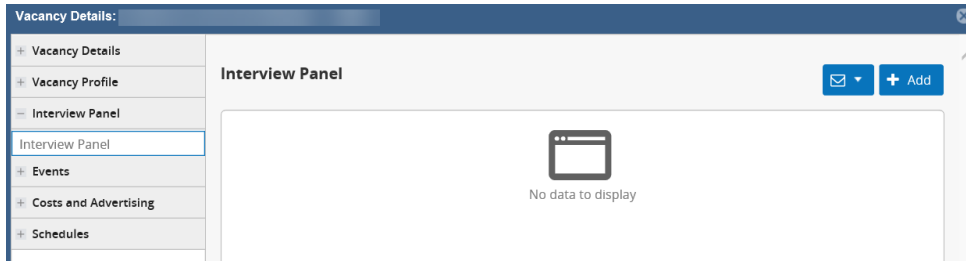
5. Click the **+ Add** button. This will open the *Add Interview Panel Member* box.

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6. Enter the details of the first panel member into the fields displayed.

> ⚠️ Please note, mandatory fields are * below. These are not all clearly marked in the system. You must always complete the **Country** field for every interviewer type, however, the remaining address information is not needed and shouldn't be entered.

Field	Description
Interview Type*	Select from the drop down list the interviewer type relevant for that panel member: • Chair – leads the recruitment and responsible for recruiting the best candidate in a fair and transparent way. • External – eg a contractor, someone who isn't a University employee. • Internal – University employee. • Observer – has no involvement or say (eg observing for work experience)
Employee	Only complete this field if the interviewer is internal. Using the drop down you can search and select the employee. You search using name or personnel number. Selecting an employee will populate the following fields: • Title • Forename* • Surname* • Email* • Address Type* • Gender*
Title	Type into the free-text box the individual's title.
Phone	Free-text box for their contact number. It is not mandatory but it is sensible to store one.
Forename*	Free text box.
Surname*	Free text box.
Extension	Free text box to include their internal extension number.
Email*	Free text box to capture the email address for all interviewer types.
Address Type*	There are two to select from the drop down: • Work Address – select this for internal staff, including if they are the chair or observer. • Interview Panel Address – select this for external individuals, including if they are an observer or chair.
Gender*	Select from the drop down options. In order to meet Equality and Diversity monitoring requirements, please ensure the gender field is completed for external panel members.
Country*	Either select from the drop down option, or type the name of the country in the field and then select from the shortened list.

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Address fields	Several address fields appear once you have selected the country. However, do not record any panel members' address. Full address details are not required.

a. Complete the relevant fields for the first panel member.

b. Scroll to the bottom and click the 🖫 Save button.

c. Repeat steps 5 to 6 until all panel members and others associated with the interview process have been added.

⚠️ Once all panel members are added you should ensure all the relevant Vacancy Events have been selected and recorded on the system:
- Selection panel members EO briefed.
- Selection panel training confirmed.
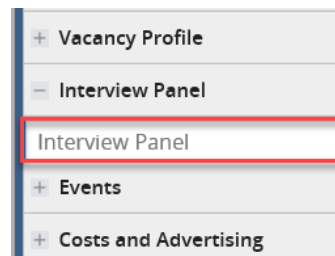
View a panel member's details

Once you have added a panel member you cannot edit their details, you can view them.

Core Portal > corehr > Recruitment Dashboard > Vacancies

1. The *Vacancies* tab will open. Locate your vacancy by entering your search criteria and click the magnifying glass icon. [Search for ID, Title, or Status 🔍 ▼]

2. Click the [Actions ▼] button on the relevant vacancy and select [📝 Edit Vacancy] from the list of options.

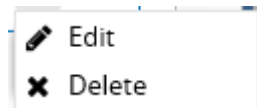3. Click on **Interview Panel** and then **Interview Panel** again.

```
+  Vacancy Profile
–  Interview Panel
   Interview Panel
+  Events
+  Costs and Advertising
```
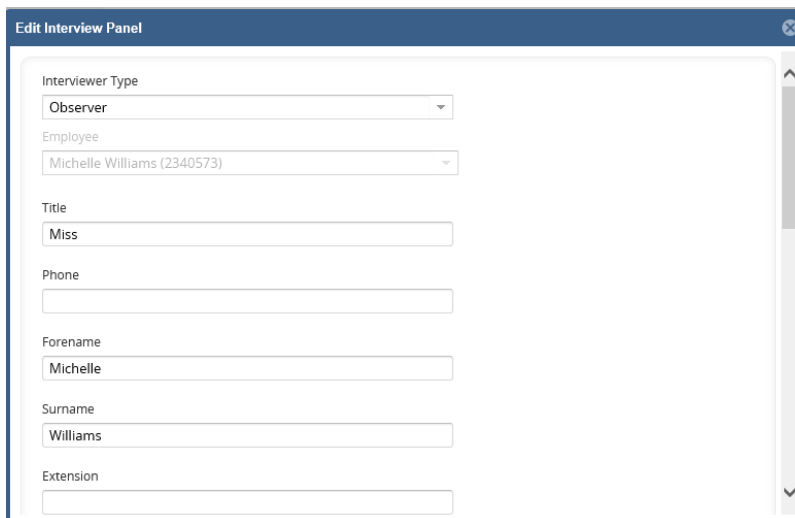
4. This will open the window for the interview panel showing basic details of the panel members.

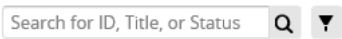5. Select [...] button at the end of each row of a panel member to open the menu options of

6. Select **Edit** to view the details of that panel member. Use the scroll bar to view all details, and click the **X** in the top right corner to close this window.

Edit and remove a panel member's details

If you need to make changes to a panel member's details or remove them from the list of panel members you will need to delete the entry.

Core Portal > corehr > Recruitment Dashboard > Vacancies

1. The *Vacancies* tab will open. Locate your vacancy by entering your search criteria and click the magnifying glass icon.

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2. Click the **Actions ▾** button on the relevant vacancy and select **Edit Vacancy** from the list of options.
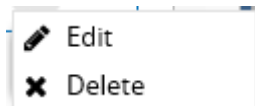
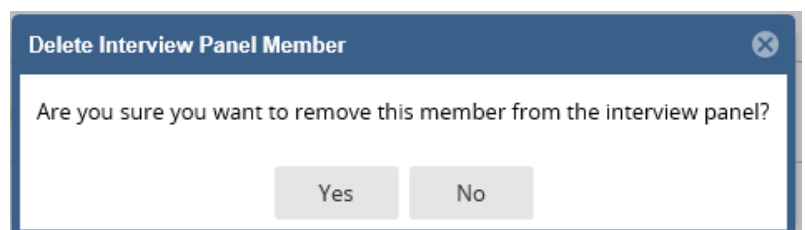3. Click on **Interview Panel** and then **Interview Panel** again.
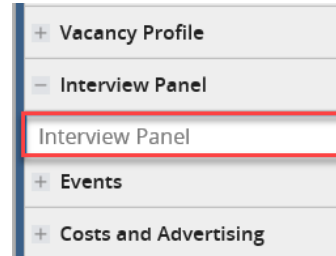
4. This will open the window for the interview panel showing basic details of the panel members.

5. Select **···** button at the end of each row of a panel member to open the menu options of

6. Select **Delete** to remove that panel member and then select **Yes** to the pop up box:

7. You will see a **Successfully Deleted** confirmation alert:

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8. If your intention was to update the details for that panel member, repeat the steps for 'Adding members to the interview panel on page 1 of this document with the correct information for that panel member.