

# **NOTES FOR APPOINTMENT PANEL PROCEDURES**

## **Appointment Panel Process**

1. Confirmation of Chair
2. Chair ensures all Members are clear on the process to be followed during the interview i.e. Candidates to be seen one at a time in line with interview structure below.
3. Should the Panel have agreed set questions these should be allocated to the Panel, and the necessary model answer and score sheet be provided.

## **Interview Structure**

4. Candidates will be welcomed and introduced to the Panel and advised of the format of the interview by the Chair.
5. Chair to will move to the first of the role specific questions and Members will ask the questions in the order agreed at 3 above.
6. The Committee may ask any supplementary questions they may have in the time available.
7. The Chair will advise when available time is used.
8. Chair will invite the candidate to ask any questions. When these are answered the Chair will move to the mandatory questions.

## **Mandatory questions (if required)**

9. The Chair will ask any mandatory questions required for this appointment as necessary.

## **Completion of interview:**

The Chair will advise candidate that the process has been completed and an officer will make contact shortly with the outcome.

### **Professional Advice:**

The Chair and Members of the Panel may take advice at any time from the Monitoring Officer and / or an appropriate officer for the selection process.

Prior to the Panel's decision the Chair should invite any advisor or officer appointed to assist in the process for any guidance they may wish to offer.

### **After completion of all the interviews**

1. The Chair will ask the Panel whether it is able to make an appointment from the candidates who have been interviewed.
2. Once the Panel have agreed in principle that they are able to make an appointment, the Chair will then go round the table and ask Panel Member' views on what they believe to be the main strengths and weaknesses of each candidate.
3. The Chair will summarise what has been said and add her/his own personal summary and suggest that the Panel now indicate ranking candidates in preference order.
4. If a clear consensus to the appointment of one of the candidates is reached, then the Chair will suggest that a decision be taken.
5. If there is no consensus, Chair can use their casting vote
6. A preferred candidate will emerge from this process.

### **Successful candidate**

The Panel will delegate authority for the Lead Officer to inform the successful candidate and agree commencement date and induction.

### **Unsuccessful Candidate(s)**

The Panel will delegate authority for the Lead Officer to inform the unsuccessful candidate/s of the Panel's decision.

### **Conclusion**

At the conclusion of the meeting, any papers will be collected administratively for confidential record purposes on the appointment.