

## 1.1. SELECTION PANEL

### Policy Statement

1. A selection panel is to be established as soon as a vacancy occurs in accordance with the composition requirements of the Authority. The selection panel is responsible for selecting the best applicant for the advertised position, based on the position's selection criteria/work-related requirements and in accordance with the Authority's policies and procedures.
2. **Panel Composition:** The panel is to consist of no more than four members, and must include both male and female members. No selection panel can be less than two members. In general there should be both College Board and College Staff representation on all panels. It is not essential for all panel members to come from the same college. For College Manager vacancies the panel is always to include a manager from another college. The Chairperson of the selection panel assumes overall responsibility for the efficient operation of the Panel. At least one panel member must have a detailed knowledge of the requirements of the vacant position.

Selection Panel Composition	Position Vacancy				
	College Manager	Senior Supervisor	Supervisor	Administrative Assistant	Ancillary Staff
College Chairperson/ and or Board Member	2	2	1 plus optional Board Member	1 plus optional Board Member	Optional
Director	Panel Chair				
College Manager	From another college	Panel Chair	✓	Panel Chair	✓
Senior Supervisor			Panel Chair		Panel Chair
External panellist from HR or other college	Optional	Optional	Optional	Optional	Optional
<b>Recommendation to:</b>	Chair Authority	Director	Director	Director	Director

### 3. Panel Variations:

Any desired variation to the selection panel composition needs to be discussed with and approved by the Director.

### 4. Prior Knowledge of an Applicant

- Where a member of the selection panel has **personal knowledge** regarding an applicant's ability to meet the selection criteria/work-related requirements, this information can be used within certain bounds.
- The information must have been acquired as a result of the panel member having directly or indirectly supervised the applicant in a current or recent past position.
- The information must relate directly to the selection criteria/work-related requirements and be documented in the same manner as a referee report, at the outset of the selection process.
- *Hearsay* information should not be considered by the selection panel.
- The applicant must be given the opportunity to respond to any adverse comments.
- The information, whether positive or negative, must be validated through the selection process.
- A panel member having prior knowledge of an applicant must display no conflict of interest or bias. A panel member must ensure integrity is not only upheld, but is seen to be upheld.

### 5. Standards:

In all instances the person chairing the selection panel must be fully conversant with the relevant Public Sector Standards and ensure full compliance. See page one in this section of the Manual for the compliance requirements. Note: Public Sector employees with staff selection responsibilities are expected to be fully conversant with the Standards. All panel members need to be aware of the Standards that apply to recruitment, selection and appointment.

### 6. Process

The selection panel is solely and fully responsible for fulfilling the Authority's requirements in relation to:

- ensuring the confidential receipt of applications and implementation of the selection process;
- determining what weighting (if any) is to be given to each element of the selection criteria (applicants must be advised that weighting is applied – this will be on the JDF);

