

Hiring Interview Panel Listing

Participant Procedures and Guidelines

The Hiring Interview Panel Listing is a resource for Supervisors to identify and reach out to department-wide staff that have volunteered to participate in hiring interview panels. Participants have self-assessed and provided their Professional Experience and/or Area of Specialty.

To be placed on the Hiring interview Panel listing, employees must have passed probation in their current classification and have the approval of their supervisor.

The Hiring Interview Panel Listing is located on the Human Resources [Workforce Recruitment](#) page.

Employees that would like to be added to the Hiring Interview Panel Listing

1. Complete the survey <https://forms.office.com/g/07C0sC4cS0>
 - a. You will receive an email notification from the Human Resources Recruitment Unit that your name has either been placed or not placed on the Hiring Interview Panel Listing

Participants that have been contacted to assist in interviews

1. Respond to the email notification from the hiring manager requesting your assistance
 - a. Ensure that you can commit to the estimated time and dates
 - b. Discuss with your supervisor any concerns