

Hiring Interview Panel Listing

Supervisor 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.

Supervisors of employees that would like to be added to the Hiring Interview Panel Listing

1. Respond to the email notification from the Human Resources Recruitment Unit requesting your approval to place your employee's name on the Hiring Interview Panel Listing
 - a. Note – The Recruitment Unit will redirect questions about the approval or non-approval back to the participant's supervisor

Supervisors seeking to use of the Hiring Interview Panel Listing

1. Select a participant from the listing
2. Email the participant requesting their assistance, with a 'cc' to their supervisor
 - a. Include the estimated time commitment you will need from them, to include specific dates

Supervisors cc'd on requests of their employee's participation on a hiring interview panel

1. Be available to discuss with your employee this opportunity to participate