**Interview Panel Member Agreement**

Panel member name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You have been selected to be an interview panel member. This process includes panelist asking questions, listening, and interpreting responses, evaluating the candidate’s performance in the interview, and discussing the strengths and needs of each candidate with the other panel members. Upon accepting this assignment, you are expected to keep all information gained during the process confidential, to include not discussing the interview questions and/or answers or candidate names and details. In order to ensure the integrity of the interview and selection process, we are asking potential panel members to review their professional and personal relationships with the candidates. If you have a personal relationship, meaning you have done something outside of the work environment, with any of the applicants on the schedule please contact your recruiter or the hiring manager.

Please review the list of candidates selected for interview.

\_\_\_\_ Yes, I am able to participate on the panel as scheduled above. I agree to the terms and conditions of the assignment as stated above.

\_\_\_\_ No, I am unable to participate on the panel.

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Signature of Panelist Date

**Panelist Tips:**

A panelist does not have the power to hire a candidate, only make recommendations.

Remain objective through the process and treat all candidates fairly and equally.

Let the candidate answer the questions themselves without you providing them the words to use.

Be slow to judge. Ask follow-up questions if you need to gain clarity.

Stay away from small talk that encourages candidates to reveal personal information. The weather and the art in the lobby are generally safe topics.

Avoid halo and horns effect: letting one great accomplishment or one failing sway the interview.

Avoid asking anything about: origin of a name, age, where they live, what they drive, religion, race, ancestry, gender, whether they have kids or are married, arrests and convictions and political affiliations

Don’t fill in silence with your words as the candidate formulates a response to a question.