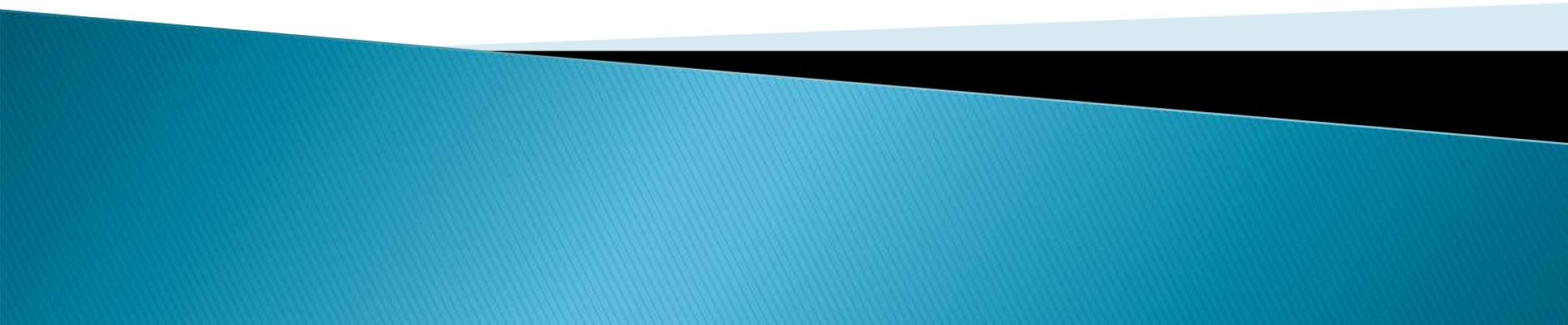


NETC Advisory Selection Panels Guidance

March 2016



Purpose

- ▶ To ensure panel members know of their HR/EEO related responsibilities when participating as an advisory panel member when reviewing resumes and conducting interviews
 - ▶ To share “Dos & Don’ts” & tips on conducting interviews and other aspects of the recruiting process
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Advisory Panel Official Roles

- ▶ Advisory Panel Official Roles:
- ▶ Advisory Panel members are appointed by the Selecting Official
- ▶ The panel should consists of 3 to 5 members who may be engaged in rating and ranking of resumes to identify top candidates to be interviewed, and who will be conducting job related interviews for the candidates who move forward to the interview process
- ▶ EEO Representatives may be requested for Specialist or Program Manager level positions. Transmit requests for EEO reps 10 workdays in advance of interviews by emailing to netc_pnsc_hro@navy.mil (Subj: EEO rep for Interview) and include the title, series, grade of the position slated for interview and the selecting officials email contact information. The assigned EEO rep. will review the interview questions and contact the selecting official.
- ▶ The panel should familiarize themselves with the information contained in these slides
- ▶ The same questions will be utilized for all applicants who are interviewed for consistency and transparency in the process
- ▶ Once the panel conducts their interviews and formulates scores, they will submit their final recommendation to the Selection Official so he/she can make his/her final decision for the applicable vacancy

Panel Members must adhere to Merit System Principles:

The Merit System Principles can be described as the core values that should be expressed in every human resources decision. Here are two that apply throughout the entire recruitment process...

- ▶ Recruit, select, and advance on merit after fair and open competition
 - ▶ Treat employees and applicants fairly and equitably
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Panel Members must never commit *Prohibited Personnel Practices (PPP)*

The following PPPs apply throughout the recruitment process...

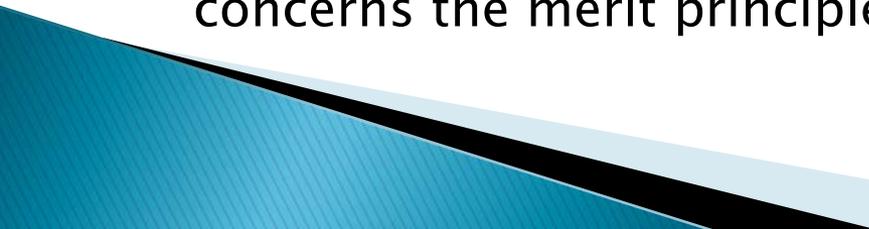
Do not....

- ▶ Discriminate for or against any employee/applicant
 - On basis of race, color, national origin, sex, age, religion, disability;
 - On the basis of marital status or political affiliation, as prohibited under any law, rule, or regulation;
- ▶ Solicit or consider improper employment recommendations;
- ▶ Deceive or obstruct a person's right to compete for employment;
- ▶ Influence any person to withdraw from competition for a position;
- ▶ Give unauthorized preference or improper advantage;
- ▶ Appoint, employ, promote or advance a relative, or advocate for same

Panel Members must never commit *Prohibited Personnel Practices (PPP)*. *contd*

The following PPPs apply throughout the recruitment process...

Do not....

- ▶ Discriminate for or against any employee or applicant for employment on the basis of conduct which does not adversely affect the performance of the employee or applicant or the performance of others;
 - ▶ Retaliate against person for exercising “whistleblowing,” appeal, complaint, grievance rights
 - ▶ Knowingly violate veterans' preference requirements.
 - ▶ Violate any law, rule, or regulation which implements or directly concerns the merit principles
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EEO (discrimination)

- ▶ Federal employee or job applicants have legal protection from discrimination based on:
 - ▶ race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability or genetic information;
 - ▶ retaliation if they oppose employment discrimination, file a complaint of discrimination, or participate in the EEO complaint process
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DO's DURING THE INTERVIEW

- ▶ Welcome the candidate; introduce the panel
- ▶ Tell a little about the job and how the interview will be conducted (i.e., how many questions, how long the interview will be, questions can be repeated if requested notes will/will not be allowed, etc.)

During the interview the panel may ask about:

- Qualifications, experience, education,
- Job-related activities
- Career goals and objectives; plans for further self-development
- Job-related accomplishments and awards
- Availability for travel; overtime, specific work schedules.
- End the interview on time
 - Ask applicant if they have any questions
 - Thank them for their time
 - Let them know when a decision will be made IF you know

DON'Ts DURING THE INTERVIEW

Age

- What are your retirement plans?
- Do you think you are too old to accept an entry level position?

Children/child care

- How many children do you have? Are they healthy?
- Do you have a child care problem?
- What are your family plans?

Disability/Health

- ❑ Has been treated or diagnosed with any type of illness/disease including mental condition
- ❑ Has been hospitalized
- ❑ Has been treated by a psychiatrist or psychologist.
- ❑ Has been absent for an extended period from work due to an illness.

Marital status

- Are you married? What does your husband/spouse do?
- Is your spouse subject to transfer?

DON'Ts DURING THE INTERVIEW

Political affiliation

- Who did you vote for in the last election?

Race or national origin

- Are you, your spouse, or parents naturalized native born US citizens?
- What date did you acquire citizenship?
- What is your nationality, lineage, national origin or descent?
- What date did you arrive in the US?
- What port of entry?
- How long have you been a resident?
- What languages do you commonly use?

Religion- You may not ask any questions about religion

Any other area which is not specifically related to the evaluation criteria for the position, such as:

Your personal knowledge of the candidate (whether it's a good or bad impression)

Tips

- ▶ Create a comfortable atmosphere. Conduct interview in a place free of loud noises or distractions and accessible. Creating a positive atmosphere helps candidates relax, encourages them to reveal more, and promotes a positive image of your organization
 - ▶ Work from a script during the interview to keep the dialogue CONSISTENT between applicants
 - ▶ Refrain from asking follow-on questions that were not already incorporated into your interview
 - ▶ The time between each candidate should be used to discuss the assessment of that applicant based on the rating criteria. Attempt to rectify big differences in scoring but do not pressure any panel member to change rating
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Tips

- ▶ You may give a candidate a “heads up” during half way point of interview, but in order to be fair and consistent you should do the same for all candidates
 - ▶ Avoid evaluating or interpreting non-verbal behaviors of the candidate (fidgeting, tapping of feet, shaky voice etc.)
 - ▶ Ensure your notes are comprehensive, professional, non-judgmental and are of sufficient quality and quantity to justify your evaluations
 - ▶ Recommend to candidates to check their USA Jobs account for updates/status of selection at the end of the interview
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Tips

- ▶ Be mindful of unconscious biases of preferences. Don't allow one specific trait or characteristic to influence your overall evaluation of a candidate. Common areas of unconscious bias include physical characteristics, i.e., weight, height, dress, etc.
- ▶ Recommend hiring panel members complete Merit System Principles Basics for Hiring Managers training located online at: <https://twms.navy.mil/selfservice/login.asp>
- ▶ Consult with HR should questions/concerns arise during deliberations at netc_pnsc_hro@navy.mil