



GUIDELINES FOR SELECTION PANEL MEMBERS

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A. INTRODUCTION

For any, recruitment process, the formation of the selection panel is an integral part of the process to assess and verify all information of applicants based on the specifications of the position. In any case for Selection, the considered applicants for short listing and the interview process follow the merit policy.

For the Samoa Public Service, the selection panel consists of the most relevant professionals, who as individuals bring certain skills and knowledge to the selection process which will help best determine the applicant who is the right person for the vacancy¹. For CEO and Contract positions within the public service, the 3 member selection panel brings to the table varying perspectives, professionalism and a high level of integrity to eliminate biases in the appointment decision.

B. GUIDING PRINCIPLES AND VALUES

The R&S process follows principles of Procedural Fairness² and upholds the PS values of the Samoa Public Service. Adhering to such principles can help inform every aspect of sound and fair human resource management practice for recruitment, from the moment information on applicants is relayed to the decision making phase and everything in between.

Further to the Values and Principles highlighted in the relevant legislation³, additional values and principles must be observed by Selection Panel Members:

- **Integrity:** Integrity is doing the correct things all the time, regardless of the consequences.
- **Ethics:** Universal professional values and moral principles must govern the Selection Panel's behaviour when conducting the recruitment and selection process / decisions
- **Professionalism:** Being professional means conducting oneself with a high level of independence, objectivity, responsibility and excellence.
- **Honesty** – Success of the recruitment process and decision is determined by level of trust upheld by the Selection Panel at all times.
- **Commitment:** A high level of commitment and dedication is firmly maintained so the process is carried out efficiently and effectively

¹ http://www.dpac.tas.gov.au/_data/assets

² A person directly affected by an impending decision must be afforded a fair hearing prior to that decision being made; and decision makers need to act without bias in exercising his/her responsibilities.

³ PS Act 2004, Merit, Fairness, Impartiality, Respect, Transparency, Accountability, Efficiency and Effectiveness

C. SELECTION PANEL COMPOSITION

The Selection Panel (SP) carries out the R&S assessment through short listing and interviews and afterwards recommend to the Appointing Authority⁴ a decision on the appointment based on Merit. The Selection Panel is comprised of:

A. For CEO positions

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|----------------------------|------------------------------------|
| ➤ Chair | -Chairman of PSC |
| ➤ Panel 2 | -Chairman of Remuneration Tribunal |
| ➤ Independent Panel Member | -Member from the Private Sector |

In the absence⁵ of the Chairman of PSC from the Selection Panel, a Commission Member may step in on their behalf whilst Chairman of RT assumes the Chairmanship of the panel. In the absence of Chairman RT, a member of the RT may step in place.

B. For Contract Positions

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|----------------------------|---------------------------------|
| ➤ Chair | -Commissioner of PSC |
| ➤ Panel 2 | -CEO of Ministry |
| ➤ Independent Panel Member | -Member from the Private Sector |

In the absence of the Commissioner PSC from the Selection Panel, an ACEO may step in on their behalf whilst CEO of the relevant Ministry assumes the Chairmanship of the panel. In the absence of the Ministry CEO, an ACEO may step in on their behalf.

D. ROLE OF THE CHAIR

The chairperson of the Selection Panel is responsible for the overall administration of the interview. This includes the following:

- Ensure all SP have a clear understanding of the Merit Assessment
- Ensure process follows principles of fairness and equity
- Coordinating the Selection Panel
- Lead the short listing process
- Allocation of questioning areas depending on the Selection Panel's area of expertise and expectations of the position in question
- Reminding the Selection Panel of their roles in upholding the reliability of the process with regards to confidentiality
- Ensure all R&S forms are filled and signed by the SP
- Prepare the Selection Outcome Report (Interview Report)
- Submit Interview Report with recommendation of Appointment

⁴ Head of State for CEO positions and Commission for Contract positions

⁵ Absence by way of COI, illness, leave, and any unfortunate situation that affects participation

E. ROLE OF THE SELECTION PANEL

The Selection panel members complete the three member panel assigned to make the assessment for appointment. They should have an understanding of the selection process based on merit and endeavour to make it their responsibility its application, taking all measures prior to commencing their duties as a selection panel member.

The selection panel is responsible for:

- Ensuring that the selection process is fair and that selection is based on merit;
- Declaring any conflict of interest in writing as soon as possible based on the Conflict of Interest Policy 2016.
- Ensure strict confidentiality of all information pertaining to the R&S process as Managing Confidential Information Guideline
- Assisting the selection panel in assessing the applications
- Assist in conducting the interview process
- Ensure there is record of notes taken in any part of the R&S process (Shortlist and Interviews)
- Signing off on Shortlisting form
- Signing off on the Selection Outcome form.
- Assist with the selection report and final recommendations when required.

The Selection Panel also has an obligation to disclose any possible Conflict of Interest before being involved in any decision making. Managing Conflicts of Interest Policy provide a practical direction for managing actual, apparent or potential conflicts of interest⁶.

F. INTERVIEW TIPS FOR SELECTION PANEL

It is important that the questions cover requirements of the Position (duties & key deliverables) in order to assess applicants on all of the essential criteria needed for the position. There should be both open and closed questions as well as practical exercises/tests where necessary. Consideration should be given to the number of interviews held in one day as well as the appropriateness of the venue for the interview.

The following tips can be observed by the Selection Panel for an interview:

- The Chair to introduce the Selection Panel and explain the format of the interview and lead the interview.
- Ensure all candidates are asked the same core / technical questions
- Ensure all questions are framed accordingly with the JD, key deliverables, competencies or any professional questions related to documents / information available to the Selection Panel.
- Close the interview and provide (if needed) the next process, confirming the periods, notifying them of decision.
- Acknowledge the applicant for attending the interview
- Give the applicant the opportunity for any questions relating to the process

⁶ Managing Conflict of Interest Policy 2016.

