



**GUIDELINES FOR  
SELECTION PANEL  
MEMBERS 2018**

## GUIDELINES FOR SELECTION PANEL MEMBERS

### 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 vacancy<sup>1</sup>. 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 Fairness<sup>2</sup> 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 legislation<sup>3</sup>, 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

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<sup>1</sup> [http://www.dpac.tas.gov.au/\\_data/assets](http://www.dpac.tas.gov.au/_data/assets)

<sup>2</sup> 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.

<sup>3</sup> PS Act 2004, Merit, Fairness, Impartiality, Respect, Transparency, Accountability, Efficiency and Effectiveness

### ***C. SELECTION PANEL COMPOSITION***

The Selection Panel carries out the R&S assessment through short listing and interviews and afterwards recommend to the Appointing Authority<sup>4</sup> a decision on the appointment based on Merit. The Selection Panel is comprised of:

#### ***A. For CEO positions***

- Chair - Chairman of PSC
- Panel 2 - Chairman of Remuneration Tribunal
- IPM - Member from the Private Sector<sup>5</sup>

In the absence<sup>6</sup> 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 ACEO & Contract Positions***

- Chair - CEO of Ministry
- Panel 2 - Commissioner of PSC
- IPM - Member from the Private Sector

In the absence of the Ministry CEO, an ACEO from the Ministry may step in on their behalf whilst PSC Commissioner assumes chairing responsibilities. In the absence of any of the Commissioners of PSC from the Selection Panel, an ACEO of PSC may step in on their behalf.

For Ministry of Education Position of Responsibilities or any position whereby the Selection Panels is comprised of all ACEO Level, the Ministry assumes the role of the Chair.

### ***D. ROLE OF THE CHAIR***

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

- Lead the interview
- Allocation of questioning areas depending on the Selection Panel's area of expertise and expectations of the position in question
- Prepare the Selection Outcome Report (Interview Report)
- Submit Interview Report with recommendation of Appointment within 3 days after the interview

### ***E. ROLE OF THE COMMISSION MEMBER***

- Preliminary assessment of applications
- Decision on Late applications and Re-advertisement
- Coordinate the short listing process
- Coordinating the Selection Panel
- Selection of the Independent Panel Member (IPM)

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<sup>4</sup> Head of State for CEO positions and Commission for Contract positions

<sup>5</sup> Exceptions can be made if the pool of IMPs are limited or not available, then PSC may invite a Public Servant as per IPM Guideline 2016.

<sup>6</sup> Absence by way of COI, illness, leave, and any unfortunate situation that affects participation

- Ensure all SP have a clear understanding of the Merit Assessment
- Ensure process follows principles of fairness and equity
- 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 to be given to the Chairperson in preparing the interview report.

#### ***F. COLLECTIVE 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 facilitating / 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 interest<sup>7</sup>.***

#### ***G. PREPARING THE INTERVIEW REPORT***

The Chairperson is tasked with preparing and signs the Interview Report on behalf of the Selection Panel. It is their responsibility to ensure that the recommendation is aligned with the Form 5 – Selection Outcome form. Interview Reports must be submitted to the Commission **3 days** after the Interview date.

In preparing the Interview Report, the following points are required:

- Interview report that identifies at least the Top 3 Ranked applicants for each Merit Factor<sup>8</sup> including final recommendation for appointment (***Refer to Interview Report Template***).
- In the event whereby a decision for recommendation is not reached by the Selection Panel, a MINORITY versus MAJORITY decision / report can be submitted to the Commission for consideration (***Refer to Interview Report Majority / Minority***)

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<sup>7</sup> Managing Conflict of Interest Policy 2016.

<sup>8</sup> Merit Selection Policy 2017

- Consolidated table clearly identifying the placements of each Selection Panel Member marked Individual Scoring (*Refer to Table 1*)
- Consolidated Table clearly identifying placements of each Merit Factor marked Overall by Merit (*Refer to Table 2*)
- Consolidated table clearly identifying final ranks by each Selection Panel marked Panel Rankings (*Refer to Table 3*)

#### ***H. 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 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.
- Bring the interview to a close 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

***Important Tip***

***The Selection Panel must carefully make decisions and accord due consideration when assessing applications from short listing to interviews.***

***In any case a decision by the panel is queried by an applicant, they must be fully prepare to justify their decision.***

## INTERVIEW REPORT TEMPLATE

### Report on Recruitment and Selection Process for the Position – (POSITION NAME), MINISTRY)

#### 1. PRE-ASSESSMENT PHASE OF RECRUITMENT AND SELECTION PROCESS

The subject position, NAME OF POSITION (“Position”) with the NAME OF MINISTRY (“Ministry”) was advertised in the Public Service Official Circular (PSOC). The details on the advertisement dates and job description including selection criteria are in the Vacancy File.

At the closing date(s), applications were received from the following applicants:

- John Wayne
- Carry Cooper
- Audrey Hepburn

#### SELECTION PANEL & SHORTLISTING

The Selection Panel for this position was comprised as follows:

- NAME *Chairperson - CEO*
- NAME *Commission Member, Public Service Commission*
- NAME *Independent Panel Member*

As per mutual agreement as reflected in Form 3 (Short Listing Form). The following applicants were short listed and invited for interviews for the position with interviews conducted on the DATE at PSC Office, Level 2 FMFM II Building.

#### 2. ASSESSMENT RESULTS

The interview questions and overall assessments were guided by the merit factors and job requirements as per JD of the position. Individual panel members led the questioning in assigned areas. The assessment scores are set out in the *Attachment 1*.

The Online Tests also formed part of the decision and assessment by the selection panel set out in *Attachment 2*.

The following report reflects the **TOP 3** applicants for each Merit Factor:

#### *Skills and Abilities*

1. **Audrey** is ranked 1<sup>st</sup> in this merit factor as per aggregated rankings. Her presentation was ..... (identify areas of the demonstrated Skills & Abilities as per Merit Selection Policy 2017)
2. **John** is ranked 2<sup>nd</sup> in this merit factor as per aggregate ranking. He had a good grasp of the expectations ..... (identify areas of the demonstrated Skills & Abilities as per Merit Selection Policy 2017)
3. **Carry** is ranked 3<sup>rd</sup> in this merit as per aggregated rankings. He has strong management experience and technical ..... (identify areas of the demonstrated Skills & Abilities as per Merit Selection Policy 2017)

*Please refer to Assessment Sheet attached for rankings of each applicant.*

***Qualifications***

1. **John** is ranked 1<sup>st</sup> in this merit with a Master of ..... (Qualification assessment as per Merit Selection Policy 2017)
2. **Audrey** is 2<sup>nd</sup> overall in this merit having achieved a Post Graduate (Qualification assessment as per Merit Selection Policy 2017)
3. **Carry** is ranked 3<sup>rd</sup> with attaining Bachelors of (Qualification assessment as per Merit Selection Policy 2017)

*Please refer to Assessment Sheet attached for rankings of each applicant.*

***Experience and Past Work Performance***

1. **Audrey** is ranked 1<sup>st</sup> overall in this Merit by way of aggregate rankings..... (identify areas of the demonstrated Experience and Past Work Performance as per Merit Selection Policy 2017)
2. **John** is 2<sup>nd</sup> overall by way of aggregated ranking. .... (identify areas of the demonstrated Experience and Past Work Performance as per Merit Selection Policy 2017)
3. **Carry** is ranked 3<sup>rd</sup> in this merit overall. .... (identify areas of the demonstrated Experience and Past Work Performance as per Merit Selection Policy 2017)

*Please refer to Assessment Sheet attached for rankings of each applicant.*

***Personal Attributes***

1. **Audrey** is ranked 1<sup>st</sup> in this category..... (identify areas of Personal Attributes as per Merit Selection Policy 2017)
2. **John** and **Carry** are both ranked 2<sup>nd</sup> equally. .... (identify areas of Personal Attributes as per Merit Selection Policy 2017)

*Please refer to Assessment Sheet attached for rankings of each applicant.*

**3. CONCLUSION**

4. As per attachment and forms, a unanimous decision was made to appoint **Ms Audrey Hepburn** to the position – this is agreed upon in the **Form 5**. In summary she was the most meritorious applicant as evident above.

**3. RECOMMENDATION**

In light of the above, the Selection Panel recommends the appointment of:

**Ms. Audrey Hepburn** for POSITION NAME, Ministry of

Fa’afetai

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**CHAIRPERSON**

On Behalf of the Selection Panel

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Date

## TABLES

**Key:** 1 – Skills & Abilities  
 2 – Qualifications  
 3 – Experience & Past Work Performance  
 4 – Personal Attributes  
 5 – Total

### A. Individual Scoring

Panel Members		PANEL 1				PANEL 2				PANEL 3			
	<i>Applicants</i>	1	2	3	4	1	2	3	4	1	2	3	4
1	John Wayne	2	1	2	2	2	1	2	2	2	1	2	2
2	Carry Cooper	3	3	3	2	3	3	3	2	3	3	3	2
3	Audrey Hepburn	1	2	1	1	1	2	1	1	1	2	1	1

### C. Overall by Merit

	NAME	Skills and Abilities	Qualification	Experience and Past Work Performance	Personal Attributes	
1	John Wayne	6 (2 <sup>nd</sup> )	3 (1 <sup>st</sup> )	6 (2 <sup>nd</sup> )	6 (2 <sup>nd</sup> =)	
2	Carry Cooper	9 (3 <sup>rd</sup> )	9 (3 <sup>rd</sup> )	9 (3 <sup>rd</sup> )	6 (2 <sup>nd</sup> =)	
3	Audrey Hepburn	3 (1 <sup>st</sup> )	6 (2 <sup>nd</sup> )	3 (1 <sup>st</sup> )	3 (1 <sup>st</sup> )	

### D. Panel Rankings

	PANEL 1	PANEL 2	PANEL 3
John Wayne	2	2	2
Carry Cooper	3	3	3
Audrey Hepburn	1	1	1

