RESOURCING /

e-Recruitment Guidance: Interviews - Panel Packs

University of Kent | HR

Introduction

Stonefish is the University's e-Recruitment system. It is used to manage the recruitment of staff (including Research grant funded roles and Enterprise/KTP Associate roles) and to manage vacancies within the University

The following guidance describes the e-Recruitment system's functionality and individual tasks that need to be undertaken by panel members and the panel chair if they want to download their own panel pack from the system prior to the interview date(s).

The panel packs include the Interview Schedule, all shortlisted application forms plus any supporting documents (where applicable), the job description, panel commentary forms and references received (for academic interviews only).

Responsibilities

Panel members and the Panel Chair are all responsible for printing their own panel packs. The panel packs are available to download from Stonefish. If a Chair's Assistant has been nominated to act on behalf of the Chair, they will be able to download the pack on behalf of the Chair.
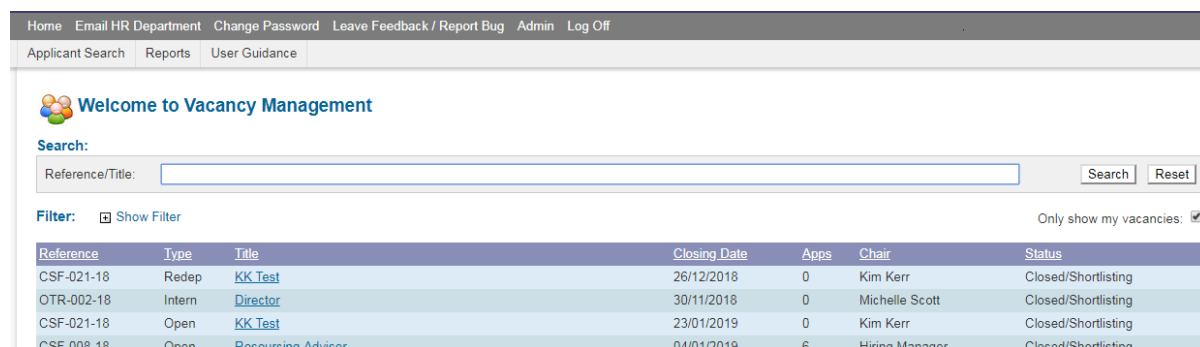
Vacancy Management

In order to access the Panel Pack, you will need to logon to Stonefish and click **Vacancy Management**. The site can be accessed via any internet browser.

Reminder – to access the system and Vacancy Management you will need to use your University username and password.

Please note external panel members will be sent a link and details on how to login and access the system.

Once logged in, you will be presented with the Vacancy Management page listing all vacancies for which you involved.

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Job Summary Page

Click on the vacancy you wish to view – this will take you to the Job Summary Page.

Clicking on the Panel Pack tab and then View – will give you the option to download the pack in either a PDF or Word format.

Once downloaded, you will be able to print off the pack.

Reminder – the panel pack contains candidate applications (personal information) and therefore should be kept secure and not left around. After the interview, the applications should be confidentially destroyed.

Panel Pack Contents

The panel packs include:
- Interview Schedule
- Chair Summary form (Chair/Chair's Assistant only)
- Panel Interview Assessment form

- Application forms plus any supporting documents (where applicable), the job description, and references received (for academic interviews only).

The forms will have the names of the candidates merged automatically and the Panel Assessment form will have included the criteria to be assessed as part of the interview (see below).

The Summary and Assessment forms can be used on the day of the interview to record notes and decisions but the final decisions and offer need to be recorded on the system. Any notes should also be scanned and uploaded onto the system (see e-Recruitment Guidance – Interview Decisions and Offer).

Interview Questions
The Panel Assessment Forms will have merged into the document the selection criteria marked as needing to be assessed at interview stage. This can be viewed by clicking on the Interview Questions tab

There is the option of capturing the interview questions and having these questions form part of the Panel Assessment Forms. The Chair/Chair's Assistant is able to input the questions prior to submitting the final shortlist decisions (see e-Recruitment Guidance: Shortlisting). HR/Resourcing are also able to add the questions but will need them no later than 1 week prior to the interview date to enable panel members to download their panel packs. Where candidates are given only 1 weeks' notice of their interview date, the questions need to be submitted no later than 4 days prior to the interview date.

Related Policies, Procedures and Guides
- e-Recruitment Guidance: Accessing the System
- e-Recruitment Guidance: Recruitment Authorisation Form
- e-Recruitment Guidance: Approval Process
- e-Recruitment Guidance: Shortlisting
- e-Recruitment Guidance: Interview Decisions and Offer
- Guide: Where to find post numbers in Staff Connect
- Recruitment Policy
- Redeployment Policy
- Recruitment Procedure: Grades 1 to 10

- Recruitment Procedure: Academic
- Direct Hires
- Single Person Appointment