

# Balanced Interview Panelist Process

## WHAT IS A BALANCED INTERVIEW PANEL?

A balanced interview panels should consist of at least one person of color and one woman on the interview panel. It is also highly recommended to use at least one person from another department or another organization to be part of the panel.

## WHY USE A BALANCED PANEL?

As public employees, we must reaffirm our commitment to the principles of equity, affirmative action and equal opportunity. Balanced panels are a crucial part of the recruitment process and ensure that biases, both implicit and explicit, are checked. Diverse viewpoints through balanced panels are a best practice that combat personal biases.

## HOW DO I GET A BALANCED PANEL?

Hiring managers may also use their own contacts or contact the Department of Civil Rights for assistance. DCR created a database of individuals willing to serve on City of Madison interview panels as a resource to connect hiring managers with balanced interview panelists. Hiring managers and Human Resources Analysts may utilize this resource by contacting the Affirmative Action Specialist, but are not required to use individuals named on this list.

## THE HIRING MANAGER WILL

Contact the Affirmative Action Specialist to request a referral of names of interview panelists at least two weeks in advance of the anticipated interviews.

Contact referred panelists at least 5 business days in advance. Hiring managers can communicate with panelists' supervisors to facilitate permission, if needed.

Value panelists' voices equally, and ensure interview questions and benchmarking criteria are given at least 30 minutes before the interview. Follow the Red-Flag Process for Hiring Managers.

Tell the DCR before offering the position the name(s) of the panelist(s) who were able to serve. The hiring manager may be asked to prepare a Hiring Justification Memorandum.

Send a thank you note to panelists, and let them know which candidate(s) were selected, if able.

## THE DEPARTMENT OF CIVIL RIGHTS WILL

Provide the hiring manager with six potential names and contact information.

Track and cycle referrals based on last date served. Those whose last date on a panel is most remote will be referred first to the hiring manager.

Provide interview panelist certification training in cooperation with Human Resources and refer panelists who have completed certification with first priority.

Maintain an updated database by contacting panelists at least once per year to see if they will remain on the list.