

## MASTERING THE PANEL – INFO SHEET

### Interview Panel Basics –

- The interview process is standardized
  - There are typically 10-15 questions
  - Every candidate receives the same exact questions
  - Every candidate receives the same amount of time.
    - There will be a timekeeper to give you a warning.
  - Typical panel composition:
    - Hiring Manager/supervisor
    - Dean or manager of an interfacing Division
    - EER – Equal Opportunity Rep
    - ECCE – Classified Union Rep
    - Co-Workers for the position being filled
    - Employees of other areas which interface with this position
    - Technical or subject matter expert for the position

### A Successful Candidate will...

- Research the position in detail prior to interview
  - ex. visit the area where the position is located
  - ex. ask questions of staff
- Listen carefully and read and fully answer the question asked
- If you don't know say so. It's better than a wild guess.
- Not assume that just because the interviewer knows you that they know everything about you. Let them also know why you think you are the best candidate and fit for the job.
- Manage your time during the interview. Be mindful not to race through or spend too much time on any one question at the expense of not answering the questions asked.
- Highlight your own experiences to demonstrate how you have the skills required for and desired of the position. Toot your horn!

### How to Engage –

- Make eye contact – talk to the group not just the person who asked the question
- Relax, smile, and interject your normal personality when responding.
- Avoid responses with too much information which does not apply.