

For questions about this resource, contact: [Vanessa Torices, HR Manager, Jacobs School of Engineering \(vtorices@ucsd.edu\)](mailto:vtorices@ucsd.edu)

DOs and DON'Ts of participating in an Interview Panel

DOs

- Take the [Project Implicit Quiz](#) where you will test your own biases in multiple categories: gender, race, disability, and sexuality
- Review and complete the [Managing Implicit Bias](#) training in UCLearning
- Review the job description and candidate resumes beforehand
- Introduce yourself and provide a quick review of your role at the beginning of the interview
- Establish ground rules at the beginning of the interview
- Establish rapport and calm the candidate
- Maintain control of the topics and pace
- Maintain the same format and set established interview questions for each interview
 - Anything that a candidate included on their resume that is job related may be asked to be expanded upon that may not be in the set questions
- Maintain a set length for the interview
- Actively listen to the candidates
- Take notes (use exact quotes)
- Ask follow up questions, if appropriate
- Allow sufficient time for the candidates to ask questions at the end
- Keep recommendations confidential.

DON'Ts

- Ask about the candidate's current salary
- Ask questions about conviction history
- Disclose information about the candidates and the search process.
 - Protecting candidate confidentiality is one of the committee's most important responsibilities throughout the search process. Other University employees outside of the committee are also expected to honor these confidentiality guidelines.
 - Do not disclose the names of the applicants/candidates.
 - All discussions among committee members are confidential.
 - Do not discuss the interview process, results or deliberations outside of the committee.
 - Keep candidate information in a confidential file that can be locked.
 - Committee members are not to contact anyone they may know to get an informal reference about a candidate.
 - Confidentiality breaches should be disclosed to the Hiring Manager and HR Contact immediately.
- Ask about the candidate's race, color, or National Origin; religion; sex, gender identity, or sexual orientation; pregnancy status; disability; age or genetic information; citizenship; and marital status or number of children.

If you have any questions, do not hesitate in contacting the hiring manager or the HR team.

Thank you for taking the time to participate in our Interview Panel! Your feedback and involvement is crucial for selecting the best candidate for this position.