Australian National University

Selection Committee Member Guide

Selection panels, sometimes called selection committees, are an important element of the recruitment process. Selection panels assess candidates and make merit-based recommendations to the delegate regarding the suitability of candidates.

Throughout the process

☐ Review conflict of interest requirements and declare any actual, potential or perceived conflicts
☐ Familiarise yourself with unconscious bias guidance by completing the online PULSE module "**Selection Committee Chair Training**"
☐ Maintain confidentiality of all recruitment information

Review Applications & Shortlisting

☐ Read the position description, advertisement and selection criteria
☐ Assess candidates against the advertised requirements & selection criteria only
☐ Record objective assessment notes
☐ Participate in shortlisting discussions
☐ Ensure candidates are assessed consistently and fairly

Interviews

☐ Review shortlisted applications before interviews
☐ Ask agreed interview questions consistently across candidates
☐ Take clear interview notes and document evidence provided
☐ Focus on candidate suitability against the role requirements

Selection Recommendation

☐ Consider evidence from applications, interviews and referee reports
☐ Participate in committee discussions respectfully and objectively
☐ Support recommendations with documented evidence
☐ Raise any concerns regarding bias or conflicts of interest

After the Process

☐ Return or securely dispose of recruitment materials as required
☐ Maintain confidentiality of discussions and outcomes
☐ Complete any outstanding assessment documentation

Key Reminders

- Declare conflicts of interest early
- Assess candidates consistently against the same criteria
- Be aware of unconscious bias
- Keep recruitment information confidential
- Base decisions on evidence, not assumptions
- Seek advice from the Chair or Recruitment team if unsure