

# HOW TO DECIDE ON THE COMPOSITION AND ROLES OF YOUR INTERVIEW TEAM



**Choosing the right individuals to conduct interviews is a crucial step in the hiring process. Consider the following factors when deciding who should be part of the interviewing team and their roles in the process.**

**Role Relevance:** Involve individuals who have a deep understanding of the role and its requirements. Their expertise will enable them to ask relevant questions and assess candidates effectively.

**Diversity of Perspectives:** Aim for a diverse panel that represents various departments, levels of seniority, and backgrounds. This diversity ensures a well-rounded evaluation and minimizes biases.

**Team Collaboration:** Include team members who will be working closely with the new hire. Their insights into team dynamics and needs are valuable in assessing cultural fit and potential contributions.

**Interviewing Experience:** Select interviewers who have experience in conducting interviews. They are more likely to follow established procedures, provide constructive feedback, and evaluate candidates objectively.

**Cross-Functional Input:** If the role involves collaboration across different functions, involve individuals from those functions to assess candidates' ability to work effectively in cross-functional teams.

**Inclusion of Leadership:** Depending on the role's significance, involve higher-level managers or executives in the final rounds to ensure alignment with the company's strategic goals.

**Defining Interviewer Roles:** Clearly define the roles and responsibilities of each interviewer in the panel. Assign specific criteria or areas of evaluation to each interviewer to ensure comprehensive coverage of all relevant aspects.

**Balanced Feedback:** Encourage interviewers to provide balanced and constructive feedback. This ensures a well-rounded assessment of candidates' strengths and areas for improvement, facilitating a fair decision-making process.

**Interviewer Training:** Before the interview process begins, conduct training sessions for interviewers. Train them on unbiased evaluation, effective questioning techniques, and proper documentation of their observations.

**Consistency and Standardisation:** Maintain consistency across interviews by providing interviewers with a standardised interview rubric, a list of approved questions, and guidance on appropriate evaluation criteria. This reduces subjectivity and enhances reliability.

**Rotation and Fresh Perspectives:** Consider rotating interviewers to prevent bias and ensure fresh perspectives. Regularly rotating team members into the interviewing process helps in continuously improving the evaluation process.

**Regular Review and Feedback:** Conduct regular reviews of the interviewing team's performance. Gather feedback from both interviewers and candidates to identify areas for improvement in the interview process.

#### Conclusion:

**Selecting the right individuals to conduct interviews is a critical aspect of the hiring process. By considering role relevance, diversity of perspectives, team collaboration, interviewing experience, cross-functional input, and the inclusion of leadership, you can form an effective interviewing team. Defining roles, providing training, ensuring consistency, and seeking regular feedback from interviewers contribute to a well-structured and unbiased interview process that leads to the identification of the best-fit candidate for the role in your organisation.**

**and finally don't forget...**

We are here for you to answer any questions or concerns you have and to provide any help...

**Good Luck!**

**The Team at Lucy Walker Recruitment**