Role & Responsibilities

Role of the Chair of the Interview Panel

As lead representative of the University of Sheffield on the interview panel the role of the Chair is to ensure that:

- fair and equitable practice is positively promoted and occurs throughout all selection action
- the selection action is conducted with integrity and any inappropriate behaviour is challenged
- recruitment quality standards are met for every recommended appointment.

Responsibilities of the Chair of the Interview Panel

Responsibilities of the Chair of the Interview panel include:

- ensuring all selection action is undertaken in accordance with relevant University policy and procedures
- ensuring sound decisions are made in the selection of candidates
- having final decision-making authority where the selection panel is divided
- attending mandatory Recruitment & Selection training for Chairs of Interview Panels and subsequent updates
- undertaking essential action as specified within the Chairs of Interview Panels’ Checklist for Action for each stage in the selection process