



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■

RECRUITMENT TOOLKIT

January 2019



A Guide to Panel Compositions



Introduction

Welcome to the LSE's **Guide to Panel Compositions**. This document builds on the School's *Recruitment and Selection Policy and Procedure (Professional Services Salaried Staff)* and provides further practical guidance to help hiring managers across the School plan their recruitment.

Contents

1. Panel Composition
 - a. The Panel
 - b. Key points
2. Conflicts of Interest
3. External Assessors

Introduction

A selection panel incorporates all staff who contribute to the assessment of candidates and decision-making for a particular opportunity at the School.

Getting a diverse team together and ensuring everyone involved has a good level of input in decision making is a key element of a successful selection process.

1 General Guidance on Panel Composition

1.1 The Panel

The panel should be a small but representative group of relevant stakeholders who know the role and its requirements well. All members of staff involved in the selection and assessment must be familiar with the [School's Recruitment and Selection Policy and Procedure](#) and at least one panel member, usually the Chair, must have attended the [School's Recruitment and Selection Training](#).

1.2 Key Points

- At least one member of the selection panel (usually the Chair) must have attended the School's recruitment and selection training.
 - Casual or agency staff should not be members of a selection committee/panel.
 - Under **no** circumstances should you have a one person interview panel, regardless of grade or responsibilities. **This includes all casual and hourly posts and temporary appointments.**
 - No members of staff who will be line managed by a candidate should be in the selection team. They may meet candidates, particularly for senior posts, but they should not be involved in the formal assessment and decision-making process.
 - When composing a panel consider the **diversity of your panel**, particularly, but not limited to- gender and ethnic diversity. This helps tackle unconscious bias and shows the School as an organisation committed to diversity.
- For more information on panel composition, you should refer to the School's Recruitment and Selection Policy and Procedure or speak to your HR Adviser.*
- For Band 1-5 roles, the selection committee/panel should consist of at least 2 members.
 - For Band 6-10 roles the selection committee/panel should consist of at least 3 members.
 - Panel members should normally be at least one salary band higher than the post being appointed.
 - All recruitment panels must be balanced and have a mixed gender profile.

2 Conflicts of Interest

Any identified conflicts of interest should be recognised and managed appropriately.

Any panel member who has a conflict of interest should declare this to the Chair at the earliest opportunity, before the interviews take place.

The Chair will need to make a judgement as to whether the individual should remain part of the process or be replaced. In these circumstances, seek advice from your HR Adviser.

For further information please see the **Declaring Conflicts of Interest during the Recruitment Process** guidance, [here](#).

3 External Assessors

External assessors can play a useful role for many appointments, for example where there is a particular skill or expertise that must be assessed at interview.

Guidance for external assessors on the retention of records and then handling of requests for information from candidates under either the Data Protection Act or the Freedom of Information Act should be brought to the attention of all external assessors.

For internal appointments, external assessors can also be useful (external being out of the recruiting department, not necessarily the School) to ensure that the decision-making is, and is seen to be, objective.

For more information on external assessors, please speak to your HR Adviser.

LSE Human Resources
London School of Economics and
Political Science Houghton Street
London WC2A 2AE

Email: humanresources@lse.ac.uk

Telephone: +44 (0)20 7955 6659

lse.ac.uk/careers

