

Interview Panel vs Search Committee



Whether using an interview panel or a search committee, the purpose of an interview is to analyze the candidate's skill set and the candidate's overall efficiency in handling a team of members with multiple questions. The result should be hiring an employee who is going to be a successful, and contributing member of the university. Below are the differences between both methods.

TIPS

Use of a search committee is required for all Faculty, and A&P positions at the Assistant Vice President level and above regardless of whether the position is posted internally or externally.

Whenever a search committee is used, the hiring department must follow the Search and Screening Guidelines posted on the Office of Institutional Equity's website. Inviting a diverse cross-section of people to participate in the interview process shows our commitment to different points of view and opinions.

Ensure you are auditing and mitigating bias throughout the interview process (e.g. questioning assumptions or conclusions made, etc.).



What is the difference:

Interview Panel

An interview panel is a team committed to interviewing and aiding the selection process for a position. The panel process is beneficial because it provides varying perspectives, helps to eliminate biases, and involves employees and customers in the hiring decision.

- An interview panel should be composed of at least two individuals who have a strong knowledge of the position and its requirements.
- There are no specific diversity requirements, however, UCF strongly encourages diversification of the panel.
- Although the interview panel provides recommendations, they are not charged with eliminating candidates from the pool, that is the responsibility of the hiring official.
- The hiring official is required to participate in the full interview process.

Search Committee

Search committees play a vital role in recruiting, evaluating, and recommending the most qualified candidates for employment. Search committee members are often the first university employees that a candidate will interact with, and each member has an opportunity to represent the University as a diverse and welcoming community.

- The search committee size, composition, and scope of the committee will vary based on the specific position under recruitment. However, it is required that search committees consist of at least three (3) members.
- The role of the hiring official is to appoint the committee, provide the charge, and receive the recommendations prepared by the committee after a thorough review of the credentials of the qualified applicants.
- The hiring official is never a member of the committee. Once the committee has completed its review, it forwards recommendations to the hiring official, who will make the final decision on the selection.

For more information, please go to the Office of Institutional Equity's website under the University's Search and Screening Guidelines.

Hiring Official:

What are the responsibilities?

Creating or revising the job description for a vacancy.

Selecting and assembling panel or search members.

Final hiring decision.