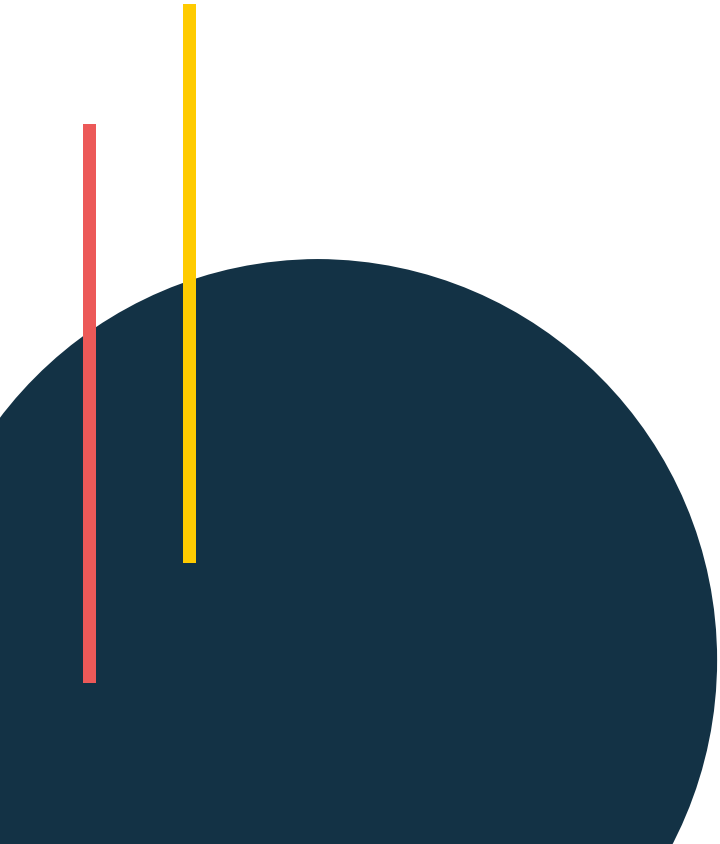


# **Virtual Classroom**

## **Panel Review**

**Tuesday 18 May 2021**



# Agenda

The virtual classroom will cover the following:

- How do you shortlist?
- What is Panel Review?
- Configuring the Step
- Using Panel Review



## Panel Review

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Context: Collaborative shortlisting online using TalentLink

# How Do You Currently Shortlist?

*Let's Talk!*

# What is Panel Review?

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- A way of shortlisting collaboratively via TalentLink using a feedback form.
- Panels consist of a Panel Lead and Panel Members (both can be TalentLink or Non-TalentLink users).
- Shortlisting takes place via the Candidate Review Tool.
- Panels can include up to 30 members.
- The panel lead can view the feedback and score per candidate and will receive notification once all panel members have submitted their feedback.
- TalentLink users will receive notifications about candidates in the Communication Centre; non-TalentLink users will receive an email containing the candidate information and a link to the feedback form.

# Configuring the Step

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## Access

- Settings
  - System Administration
    - Filter to your organisation
      - Process Management
        - Manage Models
          - Choose your Selection Process
- Navigate to the interview step.
- Configure the step & insert templates/feedback forms as needed.
- See next slide for key configuration areas on this step.

## Configuring the Step

Configuration Setting	Setting/Definition
Step Type	This needs to be set to Panel Review/Referencing
Expected Output	<p>How do you want panel members to respond? Options are:</p> <ul style="list-style-type: none"><li>• Quick assessment (simple proceed/reject)</li><li>• Feedback Report</li><li>• Feedback and Decision</li><li>• Feedback Report and score decision</li></ul>
Action Type	The only option here is to assign to interviewer – this identifies what will happen to the candidate when the step is started.
Panel Configuration	Min Members Max Members (upper limit 30)
Minimum Number of Feedback	The minimum number of panel members who need to feed back in order to proceed.
Panel Feedback: Send notification to step owner each time feedback form submitted	Indicate whether you want the step owner to be notified each time feedback is submitted.
Members can see each other's rating and comments	Enable or disable this option.
Default Members	You can add default shortlisting team members if you wish.

# Useful Configuration Information

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- Once the step owner is selected, they will be automatically assigned as Panel Lead (this can be modified later when selection step is started).
- Default members selected when the step is configured are by default selected as panel members.
- Once a Panel Review step has been set up, users can add a Panel Review column on the Selection/Hiring tab of the requisition to enable the recruiting team to monitor at a quick glance how the step is progressing in terms of number of responses.

# Using Panel Review – Starting the Step

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- From the Selection/Hiring Tab, select the candidate and start the shortlisting step.
- From the Assign Shortlisting page you can:
  - Define all the standard features of the selection step (due date, schedule date etc).
  - Assign a Panel Team Lead: this person makes the final decision based on the feedback of the panel members.
  - Edit the panel review members.
  - Allow/not allow panel members to see each others ratings and comments.
  - Insert different communication templates for the Panel Lead and Panel Members.



# Using Panel Review – Completing Shortlisting

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- Panel members are sent feedback forms inserted on the selection step earlier.
- Once complete, the panel lead is advised via a notification in TalentLink.
- Panel Lead is also notified to review and make a final decision using the candidate review tool.
- The Panel Lead can review their colleagues comments, complete a feedback form of their own, give a star rating and comment or make a quick decision, depending on how the step is configured.
- Star rating and comments are not mandatory and can be switched off when the step is configured.

**Questions?**

