

Guidelines for Support Staff Participating on Interview Panels for Support Staff Positions

The College of The Rockies may choose to involve support staff in the interview process, as determined by the hiring manager. The College feels that support staff can add valuable input by providing their technical and job-related expertise to the interview panel.

The guidelines for support staff participating on these interview panels are as follows:

- **Support staff are able to request of the hiring manager to not be involved in the interview process.**
- The Manager leading the recruitment process is responsible for the hiring decision.
- Support staff will only be involved in the panel when a support staff posting has gone external. Support staff will not be involved in an interview of another support staff employed by the College.
- Support staff involved in the panel are able to provide input such as relevant interview questions and assessment tools regarding the position.
- Support staff are representing the College on the interview panel and not participating as a representative of CUPE Local 2773.
- Support staff are able to give their opinion on the qualifications of the applicant interviewed.
- Participating on an interview panel does not limit the participating support staff or CUPE Local 2773 from any collective agreement rights, including filing of a grievance in future that is related or unrelated to the recruitment process and outcome.
- The recruitment process, including any discussions and interviews of candidates as part of that process, is considered confidential. This includes maintaining in confidence who applied for and interviewed for the position.

Thank you for your involvement on this interview panel. If you have any questions about these guidelines, please contact either Human Resources or a CUPE Local 2773 representative.