**Convenor Duties**

The Convenor or Chair of the panel has a number of responsibilities in addition to the other panel member at various stages of the recruitment process.

**At advertising stage**

* Write advert/Further Particulars and send to the recruitment team
* Decide on where to advertise outside of the normal outlets if required and request costs from the recruitment team
* Be a point of contact for informal enquiries from applicants prior to interview
* Choose panel members (liaising with the Principal’s Office for academic/senior appointments if required – see checklists) and notify the recruitment team

**At shortlisting stage**

* Decide shortlisting matrix/scoring method if used
* Char long/short listing meetings, guiding discussion and taking casting vote if necessary
* Decide on format of interview and any selection exercises such as presentations or tests
* With the panel, decide on interview questions

**At timetabling stage**

* After shortlisting meeting, complete Interview Details form and send to recruitment team to allow them to draw up timetable
* On receipt of final timetable from recruitment (following candidate acceptance), organise Teams interviews or venues if holding in person – this may be delegated to an administrator within the School/Unit

**At interviewing stage**

* Chair interviews – make introductions/closing remarks and ask some questions
* Chair post interview discussions to agree successful candidate and take casting vote if necessary
* Collate feedback from panel members and provide a summary to candidates when asked (following shortlisting/interviews)

**At appointing stage**

* Make verbal offer to successful candidate – confirm start date, salary and any other conditions of offer
* Personally update unsuccessful internal candidates following interview (the recruitment team will follow this with the official regret email)
* Complete Details of Appointment form with successful candidate’s details and send to recruitment team to allow them to issue written offer