

OBSERVATION OF INTERVIEW PROCESS

1. Human Resources Management Guidelines (HRMG) - Transparency

In accordance with Section 6 of the OCHA Human Resources Management Guidelines, "...Managers responsible for staff selection shall invite a staff representative and a gender focal point to participate in all Interview Panels in an ex-officio capacity. The Staff Representatives shall designate a staff member to participate in her/his place and shall inform the responsible manager accordingly."

On 22 July 2004, the ERC wrote to all OCHA managers to remind them of their obligation to invite staff representatives to participate in all interview panels.

2. Staff members currently nominated as representatives in interview panels include:

Rania Barrimo, Rune Froseth, Alta Haggarty, Opia Kumah, Christelle Loupforest, Carlos Monteiro-Pereira, Carole Murphy, Gary Pantin, Nanci St John, Oliver Ulich, Manuel Bessler, Kelly David-Toweh, Rosemarie Williams, Federica d'Andreagiovanni, Sarah Muscroft, Kristina Koch and Steve O'Malley.

3. Pending finalization of specific modalities for the participation of ex-officio members, the following interim measures apply:

- Executive Office shall advise staff representatives when vacancies are about to reach the interview stage to allow sufficient time to identify staff representatives to cover interviews.
- Managers responsible for selection shall invite, through the Staff Representatives, a representative and a gender focal point to participate in all Interview Panels, ensuring that information on the post advertised, level of post, evaluation criteria, list of interviewees, etc. is provided;
- Staff Representatives and gender focal point shall coordinate appropriate representation, as necessary;
- the main role of the ex-officio member(s) shall be to ensure that the interview process is completed in accordance with Staff Selection Rules (ST/AI/2002/4) and the HRMG;
- the ex-officio member(s) would normally participate in all of the interviews of the short-listed candidates in respect of the post in question;
- the ex-officio member(s) must preferably be of the same grade or higher as the candidates being interviewed. However, in cases where such a person may not be available, the staff representative will be able to designate an ex-officio member at one level below the position advertised;
- while ex-officio members would not "participate" in the interviews *per se*, they should raise/discuss with the Interview Panel after the interview, any issues on gender, geography, adherence to relevant rules and guidelines, etc. arising during the course of the interviews ;
- the highest levels of confidentiality must be maintained;
- candidates for the post in question could not serve as ex-officio members for that particular vacancy.

4. Checklist:

Here is a checklist of items that interview panel observers need to comment on when they observe an interview process:

Before the interview:

1 - if possible, read the vacancy announcement and CVs of candidates to be interviewed.

During interview:

2 - Are questions asked by interview panel based on competencies and skills listed in the vacancy description.

3 - Consistency of questions asked to candidates, of duration of each interview and of panel membership.

4- is OCHA experience valued? At equal qualification, the interview panel should give preference to OCHA staff over non-OCHA staff.

5 - is gender balance taken into consideration: at equal qualification, the interview panel should give preference to women over men.

6 - is geographical diversity taken into consideration: at equal qualification, the interview panel should give the priority to under-respresented nationalities.

7 - is the interview panel headed by the Chief of Deputy Chief of the Branch where the vacancy is?

8 - are the interviews conducted professionally and respectfully?

After interview:

8. review the comparative matrix, scoring sheet and final recommendations (under discussion).

9 - prepare short summary providing feedback on the process and your views on additional points that should be added to the checklist.

10 – staff representative will raise any serious concerns regarding the process with the Director of OCHA-NY or with the ERC.

CL

Staff Rep.

Dec 2006