



## Selecting candidates for Interviews

After the eligible list is established, the hiring manager may want to include others in selecting candidates to interview. This process can be done electronically by giving referral (eligible candidates) access to reviewers in NEOGOV. Please send request for access to BHR recruitment support team at [BHRRecruitmentSupport@portlandoregon.gov](mailto:BHRRecruitmentSupport@portlandoregon.gov).

Your bureau may have a recommended selection process procedure already outlined, so please check with your internal hiring workforce manager. If you are unsure of who that is, your HRBP is able to assist.

Things to consider while reviewing:

- Understand the knowledge, skills and abilities that the hiring manager has identified for the ideal candidate
- Being aware of transferable skills, and knowledge, skills, and abilities that can be above & beyond the minimum qualifications

## Selecting & preparing the interview panel

- Select diverse panel members
- Ensure panel members have completed Bias Awareness training conducted by the HRBP
- Develop and review interview questions with the HRBP
- Provide the ideal candidate profile that the hiring manager developed
- Ensure panel members understand the scoring rubric
- Outline the flow of each interview