

ROLES AND RESPONSIBILITIES OF SES RATING PANEL PARTICIPANTS

While reviewing applications:

- < Please remember your EEO responsibilities.
- < *Discussions and ratings regarding applicants should be confined to information in the application versus what you may know personally about the individual.*
- < *Any information discussed during the panel remains confidential.*

Panel procedures:

- < Applications will be reviewed in alphabetical order and the qualifications determinations will be reviewed element by element (ECQs/PTQs and any desirables); ascertain where consensus is found between panel members; and, discuss those applications requiring further deliberation.
- < After the rating and discussion portion is complete, each individual rating sheet will be checked/reviewed prior to adjournment to ensure:
 1. *Each rating sheet is filled out completely in pencil or pen.*
 2. *Justification for **all** ratings on each element or overall is provided.*
 3. *The appropriate overall ratings have been assigned.*
 4. *Each rating sheet has been signed/dated in ink.*

NOTE: The recruitment process cannot move forward until all of the panel documents are signed. It is imperative that all documents are signed the day the panel convenes.