Structured Panel Interview Instructions

Maryland Military Department

* It is illegal for an employer to discriminate against an applicant because of his or her:

Marital Status Ancestry

National Origin Color

Race Creed

Age Disability

Sex Gender Identity/Expression

Sexual Orientation Genetic Information

Religious affiliation, belief or opinion

* All Interview Questions need to be Job-Related Questions.

Examples of Questions NOT Job-Related:

* + How many sick days did you take last year?
	+ What are your child care arrangements?
	+ Are you a United State Citizen?
	+ What is your background?
* Refrain from asking questions that would identify particular characteristics of individuals that would single them out as being members of a protected class or group as defined by law.
* Avoid Interviewer Biases.

First Impressions Age

Last Impressions Physical Appearance

Race Disability

Gender Similarity

* Applicants should be told at the beginning of the interview that the panel members will be taking notes. (Note: These notes will become public record and part of the selection packet)
* The same questions should be asked be the same panel members for all candidates.
* Follow up questions are allowed but must be based on the initial response from the interviewee to one of the approved questions. Any panel member may ask follow up questions. Follow up question must be job related and are for clarification purposes only.
* Each panel should have a lead interviewer who starts the interview and maintains the consistence of the interview panel.
* All interview panels need to be diverse and approved by the agency’s EEO officer prior to the interviews.

All members of the interview panel must read and sign these instructions, acknowledging that they understand the instructions. If you have any questions concerning your role on this interview panel or these instructions, please ask them now before signing this form.

Signature of Interviewer Printed Name Interviewer Date Recruitment Number