

Interview Panel Brief

Divine ICTP · Johannesburg · Free Field kit · Updated Sep 2026

You are assessing fit to a **written brief**, not inventing a new role mid-interview. Read the pack below; score independently; protect confidentiality.

Pack checklist (panelist)

- Mandate brief / role outcomes (6–12 months)
- Must-haves vs nice-to-haves
- Deal-breakers
- Remuneration parameters (if you are authorised to discuss)
- Candidate pack / CV / research note
- Scorecard blank (same criteria for every candidate)
- Scoring deadline: _____
- Confidentiality rules (named / unnamed client; who may be contacted)

Role snapshot (fill for this mandate)

Field	Entry
Title	
Reports to	
Success outcomes (3 bullets max)	1. ... 2. ... 3. ...
Non-negotiables	
Nice-to-haves	
Panel chair	
Final decision owner	

In the room

1. Open with role purpose and outcomes — not biography fishing only.
2. Probe **evidence** against must-haves and outcomes.
3. Cover constraints early (notice, mobility, conflicts) if in your remit.
4. Do **not** run medical, disability-probing, or psychometric scripts unless a lawful, separate process owned by HR exists.
5. Avoid criteria not in the brief.
6. Take notes suitable for a defensible debrief.

Bias & fairness hygiene (process)

- Same core questions / criteria across the slate
- Score before group advocacy
- Declare prior relationships to the chair
- Separate “culture fit” into job-related behaviour — not social similarity
- Follow organisation EE / recruitment policy with HR guidance

This brief does not set diversity quotas or preferential formulas.

After interviews

- Submit scorecard by deadline

- Attend debrief; bring evidence notes
- Do not freelance market feedback to candidates unless authorised
- Return or destroy confidential packs per client policy

Related Field kits

- Mandate Briefing Checklist — </assets/pdfs/mandate-briefing-checklist.pdf>
- Executive Shortlist Scorecard — </assets/pdfs/executive-shortlist-scorecard.pdf>
- Offer & Rem Sense-Check — </assets/pdfs/offer-rem-sense-check-worksheet.pdf>

Discuss retained panel discipline: jurgen@divineict.co.za · 082 900 2742 · www.divineict.co.za Enquire:
<https://www.divineict.co.za/index.html?engagementType=headhunting#contact> Parent guide:
</guides/brief-retained-executive-mandate.html>

Divine ICTP · Reg 2019/142265/07 · Johannesburg · HC boutique (executive search · job grading · project teams)