



**M E M O R A N D U M**

**TO:** Examination or Evaluation Panel Member

**FROM:** Glenda Humphrey George, HR Director  
Division of Human Resources

**RE: Panel Member Policy – Job ID 6084: Access and Engagement Officer - Unclassified**

---

**POLICY** – The Division of Human Resources requires the same panel members for all candidates in the same examination or evaluation process for a single position in the Classified Civil Service System. Panel members will receive a list of candidate names in advance and must recuse themselves if a conflict of interest exists. For the purpose of this policy, a conflict of interest includes serving as a panel member for a process in which one or more candidates is the panel member's immediate or extended relative; or, has a relationship with the panel member whereby such relationship may impede the panel member's ability to be impartial. If you have any question whether a potential conflict of interest may exist, contact the Division of Human Resources.

Panel members shall not discuss the candidates, examination contents, or evaluation contents with candidates or anyone else outside of the immediate process. Each candidate shall be independently rated by each panel member. **As a panel member, you are not required to take any notes. However, if a panel member takes notes during the interviews, these will need to be collected and sent to the HR Generalist as they are subject to open records.**

**DEFINITIONS** – The following definitions apply to this policy.

Immediate relative includes a panel member's spouse, child, foster child, parent/legal guardian, brother/sister, half-sibling, grandchild, grandparent, great-grandparent (includes "in-law" and "step" relationships), or qualified adult as defined below.

Extended relative includes a panel member's aunt, uncle, first cousin, niece, or nephew (does *not* include those of "in-law" or "step" relationships).



Qualified adult means a person of the same or opposite sex who is at least eighteen (18) years of age; is not related to the panel member; has resided with the panel member for at least twelve (12) months prior to the examination or evaluation process; and, has been financially interdependent with the panel member for at least twelve (12) months. For additional clarification, contact the Division of Human Resources.

**I have read this policy memo and agree to abide by its requirements for JOB ID Number\_\_\_\_\_.**

Glenda Humphrey George	<i>Glenda Humphrey George</i>	12/3/25
<i>Printed Name</i>	<i>Signature</i>	<i>Date</i>

*Form last revised 07/15/2024*

