

Roles and Responsibilities of SES Rating Panel Participants – Revised 2/13/13

While reviewing your applications:

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

Panel procedures:

- Applicants will be reviewed in alphabetical order and the qualification 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:
 - Each rating sheet is filled out completely in pencil or pen
 - Justification for all ratings on each element or overall is provided
 - The appropriated overall ratings have been assigned
 - Each rating sheet has been signed/dated in ink
- 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.

Note: Panel members must adhere to Merit System Principles by treating employees and applicants fairly and equitably. Please see the below Section 2301 (b) of the title 5 U.S.C.

Merit System Principles

Adapted Section 2301 (b) of the title 5 U.S.C.

1. Recruit qualified individuals from all segments of society, and select and advance on merit after fair and open competition.
2. Treat employees and applicants fairly and equitably.
3. Provide equal pay for equal work and reward excellent performance.
4. Maintain high standards of integrity, conduct, and concern for the public interest.
5. Manage employees efficiently and effectively.
6. Retain or separate employees on the basis of their performance.
7. Educate and train employees if it will result in better organizational or individual performance.
8. Protect employees from improper political influence.
9. Protect employees against reprisal for the lawful disclosure of information in “whistleblower” situations.