Smoothing and Standardizing the Hiring Process: A Panel Interview Summary Sheet

Pascal E. Trappe
Binghamton University–SUNY, ptrappe1@binghamton.edu

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Smoothing and Standardizing the Hiring Process: 
A Panel Interview Summary Sheet
Pascal Ewald Herbert Trappe, MPA '16 / Capstone Advisor: Professor George C. Homsy, PhD, AICP

Background
HRA/DSS currently helps over three million New Yorkers through the administration of more than 12 major public assistance programs and has an operating budget of $9.7 billion. The specific department that I worked in was the Office of Staff Resources (OSR).

Introduction
Deputy Commissioner asked to create a system for managers, recruiters and interviewers to smooth and standardize the hiring process.

Methods
Collaborated with the following people to capture all OSR interview questions:
• Executive Director of Recruitment and Onboarding
• Director of Recruitment Strategies
• Human Resource Business Partner (HRBP)
• OSR Recruiters
Examined previous interviewing documents
Designed Panel Interview Summary Sheet with Microsoft Excel

Format
By clicking on the dropdown question sections, the hiring manager can scroll down through the HRA’s interview questions.

Conclusion
✓ Consistency and uniformity
✓ Easier to organize interview questions
✓ Large pool of questions
✓ Consistent information:
  ✓ more efficiency & effectiveness to the overall process
✓ Provides all Interviewers with:
  ✓ all necessary information, same set of criteria, & equalizes candidate’s prospect for hiring
✓ Ensuring a successful and smooth interview for both the interviewer and candidate
✓ Simpler to enter the vital information into the HRA systems

The Panel Interview Summary Sheet is only one of five documents that make up the Hiring Package.
This package encompasses the following documents:
Candidates’ Resume, Job Description, Panel Interview Check List, Panel Interview Summary Sheets, and Disposition Sheet

ACKNOWLEDGEMENTS
I would like to thank my capstone supervisor George C. Homsy, the Department of Public Administration at Binghamton University. I would also like to thank my internship supervisors Cynthia Rojas and Jemar Ward as well as Deputy Commissioner Thomas Colon for believing in me and giving me the chance to prove my quality for HRA/DSS.