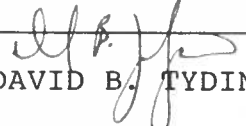


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POLICY MEMORANDUM NO. 79-10

To: All Division Heads	Subject: Interview Panel For Recruitment/ Promotion of Employees
Effective Date: March 29, 1979	Revision Date: January 12, 1993
Approved By:  DAVID B. TYDINGCO, General Manager	

ALL REVISIONS ARE MARKED WITH AN ASTERISK (\*)

I. PURPOSE:

The purpose of the Interview Panel shall be to interview and to recommend to the General Manager the best qualified candidate or candidates, for all recruitment or promotions within the classified service of the Agency.

II. PANEL COMPOSITION

The panel shall be composed of not less than three members who have thorough knowledge of the duties and qualification requirements of the position. These members should be at the level or rating equivalent to (or above) that of the position to be filled. Panel members shall be recommended by the affected Division Head and approved by the General Manger.

Employees within the first degree of consanguinity family relationship shall not serve as panel members if such type of relationship exist with any of the applicants to be interviewed. For the purpose of this policy, family relationship of first degree consanguinity shall consist of husband, wife, children, brothers, sisters, nieces, nephews, aunts, uncles and cousins. Although not categorized within the definition of "first degree", it is recommended that employees not serve as panel members whenever an in-law relationship of son/daughter, brother/sister or father/mother exist. Furthermore, if an employee is an acquaintance or friend of the applicant and feels that he/she cannot make an objective selection he/she should excuse himself/herself from the panel.



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The Agency's Equal Employment Opportunity Coordinator or Counselor shall serve on the Interview Panel as an observer to assure that Equal Employment Opportunity Policies are adhered to during the interview process. In the event the Coordinator or Counselor are not available, then the attached Equal Employment Opportunity Non-Representative Form must be utilized.

### III. INTERVIEW TECHNIQUES

Techniques to be used during the interview shall consist of one or more of the following:

- (1) Work sample and performance test;
- (2) Practical written test; and
- (3) Individual oral examinations.

The above examination methods shall be job related in nature and designed to reveal the capacity of the applicant to successfully perform the duties of the class of position for which he/she is competing.

Background reference inquiries may also be used as part of the examination process.

Due consideration shall also be given to formal recognition of superior performance of the candidates, job related training and performance appraisals/ratings.

### IV. RECOMMENDATION TO THE GENERAL MANAGER

The panel after interviewing the candidates, shall recommend in writing to the General Manager the candidate or candidates who shall fill the position(s). Such recommendation shall be based on merit factors.

### V. APPROVAL OF THE GENERAL MANAGER

The General Manager shall after reviewing and approving the recommendation, sign the Certificate of Eligibility. The signed and completed form must be forwarded to the Personnel Office. The Personnel Office will officially advise the prospective employee of the selection.