



## WISCONSIN STATE FAIR PARK BALANCED PANEL POLICY

### A. PURPOSE

Wisconsin State Fair Park (WSFP) supports the use of balanced panels to ensure equal employment opportunity. WSFP believes that diverse, balanced panels help provide equal opportunity in the hiring and selection process. Balanced panels help minimize cultural, racial, gender and disability differences between interviewers and interviewees, eliminate bias relating to communication style, and provide a more complete and fair evaluation of responses and qualifications of all candidates.

### B. DEFINITIONS

**Balanced Panel:** An interview panel that is diversely composed of at least two (2) affirmative action groups (racial/ethnic minorities, women, or persons with disabilities). For example, a three-member panel might include both men and women and a racial/ethnic minority or a person with a disability.

**Interview Panel:** A group of interviewers typically comprised of two or more Subject Matter Experts.

**State Fair Period:** Annually the period that covers the 11-day run of the Wisconsin State Fair, including any orientation and clean-up days.

**Subject Matter Expert (SME):** An individual who knows the critical aspects of the job. This is often the supervisor of the position to be filled or people with similar positions in other organizations or organizational units. SMEs have firsthand knowledge of the requirements for successful job performance.

### C. USE OF BALANCED PANELS

WSFP requires the use of balanced panels when interviewing candidates for permanent positions. It is the Hiring Supervisor's responsibility to recruit panel members. Openness and inclusiveness will be pursued at all other levels of the hiring process. At least two panel members must be SMEs and well qualified to serve on the panel. Balanced panels, while recommended, are not required for limited-term employment (LTE) recruitments. In addition, WSFP recognizes that, due to the tremendous effort involved in annually turning over more than 30% of its State Fair Period LTEs with limited resources and in the interest of time and efficiency, in most cases the use of panels is not a possibility. In such cases, all interviewers are informed of WSFP's commitment to equal employment opportunity and their role in ensuring that opportunity.

### D. WAIVER PROCESS

When a Balanced Interview Panel cannot be obtained after a series of good faith efforts, a waiver must be requested from the WSFP Affirmative Action Officer. To receive a waiver, the efforts made to acquire target group members must be documented. The WSFP Affirmative Action Officer may make additional suggestions for achieving a balanced panel prior to approving the waiver. If still unsuccessful, the waiver must be granted.

### E. RESPONSIBLE OFFICER AND MONITORING

WSFP's Affirmative Action Officer has primary responsibility for the oversight and implementation of this policy for the recruitment process at WSFP. Upon request, the Affirmative Action Officer will work the hiring supervisor during the process to identify potential affirmative action group members to serve on panels. Documentation of the processes involved to secure balanced panels will be retained by Human Resources in the recruitment folder.