

# Selecting a diverse panel

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*Diversity and inclusion is about valuing our differences and building a sense of belonging for all our people. It's important to think about the diversity of your recruitment panel. A diverse panel brings different views and perspectives and can help you consider diversity and inclusion in the recruitment process.*

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These guidelines should be read with our [Recruitment Policy](#), which outlines our principles when recruiting employees at MSD.

## Diversity and inclusion

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Our goal is to achieve an inclusive work environment where everyone is treated fairly and respectfully, has equal access to opportunities, resources and support and can make a positive contribution. Recruiting people from a wide range of backgrounds at all levels of the organisation provides a wide variety of viewpoints, perspectives and skills. It helps us gain a better understanding of the communities we serve and better ways to work with our clients as well as enhancing our reputation as a good employer.

### A diverse panel

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When selecting the panel, take into account the expertise required, panel size, composition and equity (eg perspectives from relevant stakeholders or interested groups). Panels should be selected carefully with each member having a voice and an appreciation for the value of diverse opinions. Involve your panel throughout the recruitment process, including short-listing, interviewing and decision-making.

Consideration should be given to the following:

- **Panel expertise:** Panel members need an appropriate mix of knowledge and skills. If specialised knowledge is required (eg finance, ICT, Māori or Pacific Island culture) make sure at least one panel member has expertise in this area.
- **Panel size:** A standard panel size is three people. If you are considering a larger panel, please consider how the size may be daunting for the applicant. A more diverse panel reduces the risk of unconscious bias in the selection process.
- **Equity:** A more diverse panel will lead to better decisions and challenge unconscious bias. You should always look to have a panel that is diverse in terms of characteristics such as gender, age, ethnicity, disability and thinking. Panel members from outside of your immediate workgroup is also recommended to avoid 'group think'.

A diverse panel not only helps us recruit more diverse employees, it also demonstrates we value diversity and inclusion.

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