

VIRTUAL JOB MATCHING PANELS

CHECKLIST

As NHS organisations gradually become able to resume services alongside managing the COVID-19 pandemic, the Job Evaluation Group has assessed how to support panels if they are unable to meet in person and wish to work virtually.

This checklist, along with its [accompanying guidance](#), has been developed in partnership and with the help of colleagues in Wales and Scotland. Use this checklist to ensure you have everything you need for running your job matching panel virtually.

Planning

Who needs to take part in the call?

- Administrator – This role will co-ordinate the panel and will operate the electronic job evaluation (JE) system throughout the session.
- Panel members – You'll need staff-side and management representatives as required by your local protocols and the JE Scheme requirements. The Job Evaluation Group (JEG) recommends two staff and two management representatives as a minimum
- Job advisers or representatives – You may want to ask them to be available

Timings

- Set aside 15-20 mins to get everyone on the call and check that they can join in and take part in the session. This will also give you the chance to test out sharing your screen and make sure everyone can see it at the same time.
- Expect a panel to take around 90 minutes to complete a matching exercise. Use this as a guideline when planning a matching panel sitting. Remember that panel members may be working from home or remote locations and allow time for breaks.

Pre-panel set up

- Send an invitation to the panel members.
- Schedule the Microsoft Teams call via Outlook, panel members can then join using the link.
- Send out job descriptions and other job information in advance of the meeting so that everyone has a copy they can refer to when the panel takes place. Ask panel members to read these in advance of the panel meeting.
- Decide in advance who will complete the electronic system when the panel meet, this could be an administrator, for example.
- If it is a panel member, ensure they have the correct access and are also familiar with using MS Teams to screen share and chair the panel.

During the panel

What do I need access to during this panel?

- To help ensure the panel runs smoothly, open all of the websites and documents you will need during the session (this will help when sharing your screen):
 - Electronic system
 - The NHS Employers national profiles
 - The job description to be matched
 - The NHS job evaluation handbook
 - Any other documentation, for example previous copy of the job description.

Running the panel

- When panel members join the meeting the administrator or chair should check in to make sure everyone can see the shared screen and can hear the discussions.
- The chair should explain how the panel will operate and the importance of making consensus decisions and other housekeeping items such as:
 - Attendees should mute microphones when they are not speaking
 - Explaining how to use the chat function
 - How to use the 'raise hand' facility and making consensus decisions.

Preparing for any issues

- Before the panel meets, it's helpful to plan for any problems that may arise during the session such as:
- Failure of connection or IT problems during the call. Have you considered what contingencies can be put in place? Do your attendees know how to rejoin the call? Would you reschedule the session?
- Failure to reach consensus in scheduled time, has it been agreed that you would arrange a further date and time?

Local contacts

Is there anyone else you may need during the panel, such as:

- IT assistance
- Job evaluation leads
- Extra administrators