**Protocol for Panel**

### Reminders:

The impression that the panel makes is crucial to the success of the TSST.

* Make an impression that leaves no doubt about the ***seriousness*** of this endeavour.
* ***Avoid talking about the situation*** (so as not to lose its realism/stress inducing effect)
  + The situation (i.e. “in reality interviews are not done like this”) should only, if at all, be discussed during the introduction or debriefing, but not the actual task.
* It is recommended that ***during the introduction*** by the experimenter, the ***panel members do not talk or smile***
  + Should the research participant address the panel, one should only return the greeting courteously.
* If necessary, it can be pointed out that any questions of the research participant should be directed to the experimenter, rather than to the panel.
* All panel members should ***seek eye contact with the participant*** during the talk
* There should be ***no laughing*** during the talk.
* ***Only the chairperson (Judge #1) should address the participant*** directly, so that coordination problems between the panel members can be avoided.

\*The point of these questions is **not to embarrass/be mean** to the participant.

**Instructions**

*Experimenter re-reads task instructions to the participant, ending with:*

“…set a marker by pressing the button on your heart rate watch—NOW.”

*Judge #2 now gets up, turns on the video camera, and starts the recording.*

**Interview Task**

*Chairperson/Judge 1 starts the stopwatch and says:*

“Please step up to the line and begin your talk."

Let the participant speak for the first three minutes.

If participant talks for longer than 3 minutes, then interrupt.

If participant stops before 3 minutes, wait for about 20s and then say:

“You still have time, please continue.”

If participant does not continue after another 10 seconds, start asking questions.

Interruptions should be dependent on what is being said by the participant. (i.e. it is not appropriate for the applicant to speak in great detail about specific lessons one may have learned in the course of one's training at university or elsewhere. Some research participants use their school-knowledge to distract from their own person. In that case the chair should certainly intervene, for example by saying *"We believe you that you know how to execute a market analysis, but we would be more interested to find out why you were so involved in or drawn to this area*.")

If the person seems too fluent, you can say: That’s enough, now please tell us about (insert one of the questions).

**Questions to ask the research participant during the “job interview”:**

(After 3 minutes of free speech)

* Why do you think you are especially well-qualified for this task?
* Why do you think you are better qualified then the other applicants?
* What do your family/ friends especially appreciate about you?
* What do you appreciate about your friends?
* What do you appreciate about co-workers?
* You just pointed out that you were especially good at…, what other characteristics qualify you?
* You just spoke about…, what exactly do you then think about…?
* Please complete the following sentence: “I am the best in…”
* Please list your strengths!
* Please list your weaknesses!
* What kind of leadership qualities do you have?
* What do you think about teamwork?
* Where do you see your position in a team?
* What can you constructively add to a team?
* You just mentioned that you really appreciate teamwork. What do you think about people who like to work independently?
* What do you think about job interviews?
* What do your employees appreciate about you most?
* Would you be willing to work overtime without compensation?
* Would you be willing to work on the weekends if necessary?
* What kind of qualities to you expect from your co-workers?
* Under what circumstances would you be willing to take responsibility for your employees’ mistakes?
* Would you lie in order to gain an advantage?
* What do you think about the saying “Everybody determines his own luck”

**Stopwatch time: 5:00**

**Arithmetic Task**

This part of the test should take five minutes maximum, unless the participant has reached "0" before that.

*Chairperson/Judge 1 says:*

“Please set another marker by pressing the button on your heart rate watch—NOW. We now want you to complete a mental arithmetic task. Please count aloud backwards from 2023 in increments of 17. Please calculate as quickly and correctly as possible. If you miscalculate, we will point out your mistake and you have to start over again. Do you have any questions?”

Answers:

2023 2006 1989 1972 1955 1938 1921 1904 1887 1870 1853

1836 1819 1802 1785 1768 1751 1734 1717 1700 1683 1666

1649 1632 1615 1598 1581 1564 1547 1530 1513 1496 1479

1462 1445 1428 1411 1394 1377 1360 1343 1326 1309 1292

1275 1258 1241 1224 1207 1190 1173 1156 1139 1122 1105

1088 1071 1054 1037 1020 1003 986 969 952 935 918

901 884 867 850 833 816 799 782 765 748 731

714 697 680 663 646 629 612 595 578 561 544

527 510 493 476 459 442 425 408 391 374 357

340 323 306 289 272 255 238 221 204 187 170

153 136 119 102 85 68 51 34 17 0

**If the participant miscalculates:**

"That was incorrect. Please begin at 2023."

If they make more than three mistakes. “Please start from (new number) counting down in increments of 17.”

**If the participant does not miscalculate after several increments:**

"Please try to calculate faster."

**Stopwatch time: 10:00**

**Saliva Sample #3**

*Chairperson/Judge 1 says:*

“We will take a saliva sample. Take this Salivette and be ready to chew and fill out this questionnaire when I tell you to. Please go to the corner to complete this survey. You may now start chewing.”

Time one minute and collect sample and VAS 3.

### End of the session:

*Chairperson/Judge 1 says:*

“Your minute is up. Please take your clipboard and Salivette to the experimenter in the other room.”

Around 20 minutes after the end of the TSST, the experimenter brings the panel judges into the waiting room. Judges should greet the participant, assure her that she did a great job in the interview, shake hands, explain that their role was to stress her, and can make friendly small talk for a minute before leaving. In other words, feel free to smile and act naturally now! The participant is likely to feel relieved when the judges explain that they were playing a role.