

INTERVIEW PROTOCOLS

JOB POSTINGS

- a. A current job description is required for each job posting in Frontline system.
- b. All job postings are advertised externally/internally for a minimum of five days.
- c. Prior to interviews, notify Human Resources to close the advertisement in Frontline system.

HIRING SUPERVISOR PREPARATION

1. Review submitted qualified candidates and their completed applications in Frontline system. Confirm with Human Resources any **transfers** to add to the **qualified** candidate pool. **Qualified** candidates are candidates that meet the **minimum qualifications** on the updated job description.
2. The interview committee will have a minimum of three employees consisting of the hiring supervisor and two peers. **Every** interview panel member must attend **all** of the interviews (no exceptions).
3. **For Administrator positions, the Human Resources Director or designee must attend the interviews.** For the purpose on these instructions, Administrator positions are defined as positions on the administration salary schedule except for the Specialist and Clerical positions.
4. Invite **all qualified candidates** for the interview date including time and place identified. Allow at least 30 minutes for each interview.
5. Forms to prepare for interviews are:
 - Candidate Interview Schedule
 - Job Description for each panel member
 - At least one copy of candidate applications and resumes for panel to share
 - (D) Interview Committee sign-in sheet
 - (E) Assurance of Confidentiality forms
 - (G) Interview questions (each question with a blank number score per question)
 - (F) Candidate Strengths/Weaknesses Comparison

- (H) Rubric
- (B) Candidate recommendation form

HIRING SUPERVISOR INSTRUCTIONS FOR THE INTERVIEW

1. The hiring supervisor will meet with the interview committee 15 minutes prior to the first interview. Introduction of the interview committee will occur.
2. Provide the interview schedule, sign-in sheet and assurance of confidentiality form to the panel members for signature.
3. Share the candidate applications/transfers and distribute a copy of the job description to each panel member.
4. The hiring supervisor then advises the panel on the following:
 - Panel will ask the same questions of each candidate.
 - If a follow-up question is asked, you must all candidates the same question.
 - **Do not** ask about:
 - ✓ Family
 - ✓ Politics
 - ✓ Religious
 - ✓ Age related topics
 - ✓ Ethnicity
 - ✓ Sexual preferences
 - ✓ Personal/legal questions.
 - ✓ Disabilities/health
 - ✓ Gender identity
 - If the candidate offers personal information (For example, how many children they have or that they have a legal problems) do not record that information and do not ask a follow-up question about that personal information. This information cannot be used in the hiring decision.

SCORING AND CANDIDATE RECOMMENDATION

1. Complete the scoring of the answers for each candidate right after each interview, if possible.
2. Complete form **F: Candidate Strengths Weaknesses Comparison** after the scoring of each candidates' question/answer sheet. **Do not discuss the candidate until the interview questions are scored.** The intent is for each committee member to share what they think each candidate's strengths and weakness are for the position. One member of the committee writes down the strengths and weakness per candidate.

3. After all interviews and scoring is complete, the hiring supervisor will populate and print the excel rubric (**H. Rubric**) for each candidate - based on scoring of the interview questions.
4. The **B. Candidate Recommendation Form is complete**- all panel members sign.
5. Collect all papers (no interview papers leave the room). – Adjournment
6. The next steps are reference checks and the completion of the recommendation packet.

Thank you.