

INTERVIEW PROCESS	All positions will be filled through an interview process. The use of a practical task is strongly encouraged. The Human Resources Division will screen all applicants and select those for an interview. Selected applicants will participate in an interview with at least two interviewers. In most cases an interview committee consisting of an odd number of persons who will supervise, be supervised by, be a peer of, or be served by the successful candidate will conduct the interview and recommendation process. Parents, community members, and students may be members of interview committees, if deemed appropriate by the Human Resource Executive Director.
GUIDELINES FOR PRACTICAL TASKS	Practical tasks should test candidates' skills, knowledge, and experience in areas necessary or important for the position. Candidates for clerical positions should complete a task or tasks which test their technical skills with computers and software. Candidates for positions that require language skills should complete a task which establishes their proficiency with the target language(s). Candidates for Practical tasks will be screened by the Human Resources Division.
INTERVIEW QUESTIONS	Committee members will usually be asked to contribute to the development of the interview questions and may be asked to contribute to the development of the practical task(s) as well. As a guideline, there should be no more than 10 questions for a thirty minute interview. Interview questions will be submitted to and approved by the Human Resources Division. Before beginning the interview, candidates will be told how many questions there will be and how much time has been allocated for the candidate to answer them. They will also be told what the last question will be. The first question asked will be identical to or a variation of: "Tell us about yourself and what has prepared you to be successful in this position." The last question asked will be identical to or a variation of: "Is there anything you would like to add or any questions you would like to ask the committee?" Candidates will be given a copy of the questions to reference during the interview.
INTERVIEW COMMITTEES	Each committee will be chaired by an administrative professional. The chair will inform committee members that all proceedings of the committee are confidential. Disclosure of the proceedings will not be tolerated. Committee members who disclose information about committee proceedings will be subject to disciplinary action. Each committee will meet for a minimum of 30 minutes before interviews begin to share their perceptions of potential outstanding answers for each

question. The chairs will instruct committee members to refrain from asking any questions other than those planned and to, under no circumstances, inquire about personal information, such as age, number of children, etc.

PURPOSE AND
CONDUCT OF
INTERVIEWS

The purpose of the interviews is to identify, if possible in priority order, candidates that would be acceptable to the committee as well as candidates that would not be acceptable. Committees are to reach consensus, where possible, regarding acceptable and unacceptable candidates. Committee members will review each candidate's application, including supporting documents, and response to the practical task.

CONFIDENTIALITY
OF PROCESS

Everyone involved in the interview and selection process is expected to keep all materials, responses to practical tasks, notes, discussions, etc. confidential. At the end of the process, all materials will be gathered and kept by the committee chair. When the position is filled, the materials will be turned in to the Human Resources Division; the materials will then be destroyed.

CANDIDATE
SELECTION

Interview chairs will forward the lists of acceptable and non-acceptable candidates to the Superintendent and be prepared to discuss strengths of acceptable candidates and concerns regarding unacceptable candidates. The Superintendent may gather additional information, speaking to references and others knowledgeable about the candidates. The Superintendent may also interview one or more of the candidates acceptable to the committee. The Superintendent will consider the following Board approved factors [DAB (LOCAL)] in selecting the candidate to employ or recommend to the Board of Trustees, depending on the Superintendent's authorization:

1. Academic or technical preparation, supported by transcripts.
2. Proper certification for grade level, subject, or assignment, including emergency permits and endorsements for specific subjects, programs, or positions.
3. Experience.
4. Recommendations and references.
5. Evaluations.
6. Suitability for the position and professional competence.
7. The needs of the District.

The Superintendent will consider the information from all sources and the overall needs of the school district, present and future, in making a selection.