

**WARREN COUNTY SCHOOL DISTRICT
INTERVIEW PROTOCOL
REVISED 2006**

Position: _____ School: _____

Interview Date: _____ Team Facilitator: _____

Team Members: _____

- _____ **ALL INTERVIEW INFORMATION IS STRICTLY CONFIDENTIAL.** Every effort should be made to keep all screening information before, during, and after the interview confidential.
- _____ **All candidates must be properly certified and have evidence of a Pennsylvania Certificate for the position. No one without a valid PA Certificate may be interviewed.**
- _____ **All certificated substitutes holding the proper certification applying for a particular position will have their portfolios reviewed by the interview teams prior to selecting candidates to be interviewed.**
- _____ **NO batch interviews are to be held. Each open position will have a separate interview facilitator and team members.**
- _____ **All candidates are to be introduced to the interview team and know the name and position of the team members. The team facilitator (administrator) works with the team to identify the criteria for the interviews, questions to be asked and is responsible for the completion of the interview paperwork.**
- _____ **All candidates are asked the same questions and they must pertain to the position. Caution must be used to avoid questions of relatives, health concerns, religion, political views and/or residency. The team facilitator must keep a record of the questions asked.**
- _____ **All interview team members must declare if they are related to or associated with any of the candidates and explain to the team this association for possible conflicts in the process.**
- _____ **Observers will be allowed into the interview sessions but must identify themselves and why they are there. The observer will not participate, ask questions or score candidates. They will complete an observer form and return it to the team facilitator or Human Resource Office.**
- _____ **The team should identify up to seven (7) skills, qualifications or abilities being sought of all the candidates based on the team's consensus of what is being evaluated.**
- _____ **Team members should maintain notes on each candidate as to their information and to support a team decision. These do not need to be turned in with the team packet but should be kept for future reference.**
- _____ **A handwritten response MUST be obtained to a question by the interview team in order to obtain a WRITING SAMPLE from the candidate. Pre or post written samples are not acceptable.**
- _____ **Only the best qualified, properly certificated candidate is to be recommended for a position in the district. The team is encouraged to identify acceptable alternative candidates if the number one candidate declines the offer or cannot be hired for reasons unknown to the interview team.**

- Remember, we are interviewing for professional positions and not for other supplemental contracts. The goal is for the recommendation of the best qualified candidate for the professional position that was posted.
- All interviews and original paperwork is to stay in the Curwen Building.
- The team facilitator keeps the interview on schedule and allows time for the candidate to ask questions towards the end of the interview. The team facilitator needs to make sure the candidates know what the position is and what their schedule may be during the school year.
- All candidates are thanked for their interviews and all communication with the recommended candidate will take place from the Human Resource Office.
- All candidates will be told that a team recommendation will be made to the Superintendent through the Human Resource Office within (3) days. If they have not heard during that time, they may call the Human Resource Office after three (3) days. Inquires from unsuccessful candidates concerning their individual interview may be directed to the team facilitator by the Human Resource Office.
- The team facilitator will complete a team report signed by all interview team members.
- Three (3) reference checks are to be made by the team using the form provided before the recommendation of a candidate can be made. References must be work or educational related. Friends and relatives will not be acceptable.
- The Human Resource Office will schedule the second interview of the recommended candidate and all salary, benefit and contract items will be handled through this second interview.
- The team facilitator and the Director of Human Resources will identify the process of resolving conflicts and notification of the recommended candidate.
- The Board of Education/Personnel Committee will meet with and interview all recommended candidates prior to their voting to hire the candidate.
- The Board of Education and only the Board does the hiring and candidates should leave this process knowing they are a recommended candidate but the Board makes the hiring decision.
- There will be NO superintendent prior approval of candidates of employees.
- Minority reports may be submitted by team members not in consensus with the team decision.

Facilitator Signature

Date Completed