

TIME DEDICATED TO THE INTERVIEW PROCESS FOR YEMS ELEMENTARY INSTRUCTOR BY ADMINISTRATOR AND TEACHERS

<u>TASKS</u>	INDIVIDUAL HOURS	GRAND TOTAL HOURS ADMN & TEAM
Development of Criteria and Qualities for the elementary instructor position		
12/13/2006 8:30am – 9:30am Karen Hansen, Debra Henry, Melissa Procter,	1.00	4.00
12/13/2006 10:50am – 11:20am Dr. Pascale	0.50	2.00
Screening of Applicant Packets - 12. Not screened as received past due date - 3.		
12/18/2006 3:00pm - 5:45pm	3.00	12.00
Initial Interviews – Each interview and following team discussion.		
12/29/2006 7:50-3:40 (Scheduled holiday)	8.00	32.00
Second interview/discussion with a lesson - two candidates.		
1/4/2007 3:30-6:30	3.00	12.00
Reference checks – 6:30-7:15	0.75	3.00
Total Team Time:	<u>16.25</u>	<u>65.00</u>
<u>Administrative Time Only</u>		
Meeting with Mr. Eberl to discuss the new process.		
12/11/2006	1.00	
Phone conversations with HR personnel to clarify process.	0.50	
Developed forms in MS Excel for statistical purposes.	1.00	
Total Administrative Time:	<u>2.50</u>	<u>67.50</u>
Grand Total:		

