

WARREN COUNTY SCHOOL DISTRICT
INTERVIEW PROTOCOL –PROFESSIONAL STAFF
Revised May 2008

Position: _____ School: _____

Interview Date: _____ Team Facilitator: _____

Team Members: _____

- _____ The team facilitator must review and indicate that he/she will incorporate each item on this sheet during the interview process by placing a check mark next to each item.
- _____ 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.
- _____ During the course of the interview, candidates must demonstrate competency through a presentation of a lesson to the team. The team is responsible for outlining what is to be presented for the lesson.
- _____ **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 **and/or have documentation from a college or university that they are qualified for the position and are listed on the Pennsylvania Department of Education website as having an application on hand..**
- _____ All certificated substitutes holding the proper certification applying for a particular position will have their portfolios reviewed by the interview team prior to selecting candidates to be interviewed. All substitutes having a board approved long-term position within the last year and holding the required certification will be entitled to an interview.
- _____ Following a review of the applicants, an *Applicant Evaluation Form must be completed and signed by each interview team member. Each team member must specify which criteria he/she is using to evaluate the applicants.
- _____ Interviews for multiple identical positions at the same school can be combined. However if identical positions occur at more than one school, interview teams must include team members from each school **and all team members must be present throughout the entire interview process.**
- _____ All interview team members must be from the building where the open position is located. For itinerant positions, the interview team members must be from the home school. Interview team members will be limited to professionals who are working in the curriculum area or who have knowledge of the position.
- _____ All candidates are to be introduced to the interview team and know the name and position of the team members. The team facilitator (administrator) will work 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 must be asked the same questions and they must pertain to the position. Caution must be used to avoid questions regarding 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 at least four (4) skills, qualifications or abilities being sought of all the candidates based on the team's consensus of what is being evaluated. Then each team member must score each candidate who interviews on the *Evaluation Scale Form.
- _____ 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 Central Administration Building.
- _____ The team facilitator keeps the interview on schedule and allows time for the candidate to ask questions toward 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 come 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. If they have not been contacted, they may call the Human Resource Office.
- _____ Three (3) reference checks are to be made by the team using the *Telephone Reference Forms provided before the recommendation of a candidate can be made. References must be work or education related. Friends and relatives will not be acceptable.
- _____ The Human Resource Office will schedule the final interview of the recommended candidate and all salary, benefit and contract items will be handled through this final interview.
- _____ The team facilitator and the Human Resource Office will identify the process of resolving conflicts and the process of contacting the recommended 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 that the Board makes the hiring decision.
- _____ Recommended candidates are asked to come to the Board meeting 15-30 minutes prior to its start. The Board of Education will welcome recommended candidates by informally meeting with them at that time.
- _____ There will be NO superintendent prior approval of candidates for employment. Exceptions to this will be subject to Policy 3130, Extraordinary Powers of the Superintendent.
- _____ Minority reports may be submitted by team members not in consensus with the team decision.
- _____ THE TEAM FACILITATOR WILL COMPLETE A *TEAM REPORT SIGNED BY ALL INTERVIEW TEAM MEMBERS.

By my signature below, I am verifying that ALL of the above items have been reviewed and implemented in this interview process:

Facilitator Signature

Date Completed

*Forms attached:

Interview Protocol Sheet
Applicant Evaluation Form
Evaluation Scale

Interview Observer Form
Team Report
Telephone Reference Form (3)