

WARREN COUNTY SCHOOL DISTRICT
INTERVIEW PROTOCOL –PROFESSIONAL STAFF
Revised May 2007

Position: _____ School: _____

Interview Date: _____ Team Facilitator: _____

Team Members: _____

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- _____ 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. 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 team prior to selecting candidates to be interviewed.
- _____ 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.
- _____ NO batch interviews are to be held. Each open position will have a separate interview facilitator and team members.
- _____ 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 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 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)

APPLICANT EVALUATION FORM

APPLICANT'S NAME	Criteria Evaluated	Criteria Evaluated	Criteria Evaluated	Criteria Evaluated	Total Score
	Score	Score	Score	Score	Score
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
SCALE DESCRIPTION	Good Evidence of Criteria Being Evaluated	3-4 Points			
	Some Evidence of Criteria Being Evaluated	1-2 Points			
	No Evidence of Criteria Being Evaluated	0 Points			

Signature of Evaluator: _____

Date: _____

EVALUATION FORM (For Candidates Interviewed)

CANDIDATE'S NAME	Qualities Sought	Qualities Sought	Qualities Sought	Qualities Sought	Total Score
	Score	Score	Score	Score	Score
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
SCALE DESCRIPTION	Good Evidence of Qualities/Experience Being Evaluated			3-4 Points	
	Some Evidence of Qualities/Experience Being Evaluated			1-2 Points	
	No Evidence of Qualities/Experience Being Evaluated			0 Points	

Signature of Evaluator: _____

Date: _____

Warren County School District Interview Observer Form

Date: _____

Time: _____

Location (Building) of Position: _____

Observers will be allowed into the interview sessions and 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.

Observation: _____

[illegible]

Observer's Signature: _____

Please return to the interview team facilitator or the Warren County School District Human Resource Office.

Performance Interview

Please prepare and complete a lesson about a pattern with up to four elements. Please be clear about the objective, the anticipatory set, procedures, checks for understanding and closure. Include how you would meet the varying developmental needs of students, a formative assessment and alignment with standards. The entire lesson should not last more than 20 minutes.

Objective:

Anticipatory set:

Procedures:

Checks for Understanding:

Closure:

Meeting the needs:

Assessment:

Alignment with PA standards:

Overall Impression:

**WARREN COUNTY SCHOOL DISTRICT
OFFICE OF HUMAN RESOURCES
TEAM REPORT**

Position: _____ School: _____

Posting Date: _____ Interview Date: _____

Skills/Qualifications Required: _____

Screening and Interview Committee: _____

Candidates Interviewed: _____

Recommended Candidate: _____

In the event that the recommended candidate declines the position, please list at least two
alternates if possible in order of preference: _____

Comments: _____

Team Members Signatures Designating Support of Recommendation: _____

Date Signed: _____

Telephone Reference Form

Reference

Name: _____
Address: _____
Phone: _____
Position: _____

Candidate

Name: _____
Address: _____
Phone: _____
Position: _____
Building/School: _____

Hello, my name is _____. I'm (title) in the Warren County School District of Warren, PA. (Applicant's name) has applied to work with our district as a (position) and has listed you as a reference. Do you have a few minutes to speak with me?

Work relationship to applicant: _____ How long known applicant: _____

Areas	Excellent	Above Average	Average	Below Average	Comments
Fulfillment of responsibilities					
Rapport with staff, students and/or public					
Ability to work without direct supervision					
Knowledge of position/job					
Overall Rating					

Comments: _____

Is there any reason why this applicant should not be considered for a position?

No _____ Yes _____ If yes, please explain: _____

Given the opportunity, would you employ this person without any hesitation? _____

Applicant's strengths: _____

Applicant's weaknesses: _____

Is there anything else I should know about (applicant's name) that pertains to an employment situation? _____

May I call you for more details? _____

Thank you for your time and assistance.

Person making the call: _____ Date: _____

Telephone Reference Form

Reference

Name: _____
Address: _____
Phone: _____
Position: _____

Candidate

Name: _____
Address: _____
Phone: _____
Position: _____
Building/School: _____

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Knowledge of position/job					
Overall Rating					

Comments: _____

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