

**WARREN COUNTY SCHOOL DISTRICT**  
**INTERVIEW PROTOCOL – SUPPORT STAFF**  
**Revised May 2007**

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.

\_\_\_\_\_ **ALL INTERVIEW INFORMATION IS STRICTLY CONFIDENTIAL.** Every effort should be made to keep all screening information before, during, and after the interview confidential.

\_\_\_\_\_ 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 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 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 up to 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.

\_\_\_\_\_ Testing and/or skill-based assessments are to be the same for all candidates. A copy of the tests taken by each candidate or a detailed test report needs to be included with the interview paperwork.

\_\_\_\_\_ Only the best qualified 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.

\_\_\_\_\_ 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 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. 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 educational related. Friends and relatives will not be acceptable.
- \_\_\_\_\_ 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	
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: \_\_\_\_\_

**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.**

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook or a sheet of stationery designed for writing. The edges of the paper are slightly irregular, suggesting it might be a scan of a physical document. There is no handwriting or other markings on the page.

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

**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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Fulfillment of responsibilities					
Rapport with staff, students and/or public					
Ability to work without direct supervision					
Knowledge of position/job					
<b>Overall Rating</b>					

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? \_\_\_\_\_  
\_\_\_\_\_

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Building/School: \_\_\_\_\_

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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: \_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_

May I call you for more details? \_\_\_\_\_

Thank you for your time and assistance.

Person making the call: \_\_\_\_\_ Date: \_\_\_\_\_