



STATEMENT OF PROCEDURAL FAIRNESS

Mansfield ISD is an equal opportunity employer and does not discriminate on the basis of race, color, sex, age, national origin, religion, or disability. Each candidate will be treated equally. Therefore, the screening and interview process must provide fair consideration for each applicant with the same standards applied.

To ensure fair treatment for each candidate, MISD has developed a structured screening and interview process for the selection of personnel. Every employment decision will be supported by data including but not limited to transcripts, previous experience, references, evaluations and the applicant's ability to perform the essential functions of the job. It is the responsibility of the applicant to provide all requested information according to designated timelines. It is the responsibility of members of the Selection Committee(s) to use this information prudently in making employment decisions.

GENERAL PROCEDURE

- Vacancy announcements shall be in compliance with MISD Board of Education Policy.
- Applicants must submit required information by the designated application deadline.
- All applications must be reviewed by the Selection Committee to determine eligibility within the job specifications and advertised minimum job qualifications.
- The Selection Committee shall screen only the submitted credentials of eligible applicants to determine who shall be interviewed.
- The Superintendent of Schools may recommend to the Board Of Education the appointment of a candidate from the recommended list, interview any candidate, recommend a candidate from the interviewed finalists, or reject all and request that the vacancy be posted again.

SCREENING PROCESS

- Selection Committee members will receive training regarding the following:
 - Everything that occurs during the screening and interview process must be held in the strictest of confidence and must not be discussed with anyone except members of the Selection Committee.
 - Unsubstantiated information shall not be used by the Committee in making employment decisions. Only information which is provided or obtained in connection with the screening and interview process shall be utilized.
 - Committee members should focus on the written documentation that is provided and on observations and statements obtained during the interview process.
 - All questions developed for the interview must relate directly to the duties, responsibilities and qualifications of the job as listed on the job description. The Chairperson will ensure that no questions are in violation of equal opportunity employment standards.
 - The format for the interview process and the method and criteria for measuring candidate response are standardized procedures which all Selection Committee members must follow.

Responsibilities of the Selection Committee Chairperson

- Assigns question areas; sets due date and time for receipt of submitted questions; reviews questions for appropriateness and specific skills, behaviors, etc. to be measured; contacts candidates and schedules interviews
- Explains the interview format to the Selection Committee and addresses any concerns; prepares Question and Answer Data Collection Sheets for Selection Committee members.

Responsibilities of Selection Committee Members (Administrators)

- Review eligible applications, cover letters and resumes submitted for the job vacancy.
- Assist in the preparation of interview questions and criteria for rating the interview.

Responsibilities of Selection Committee Members (All members – Administrators and Teachers)

- Comply with all items contained within the Selection Committee Confidentiality Agreement.
- Become familiar with the forms and interview process that will be utilized for the collection and evaluation of data.

INTERVIEW

Responsibilities of the Chairperson

- Organizes and manages interview process; ensures that follow-up questions are only for clarification.
- Serves as facilitator during interview; collects all notes and materials from each Selection Committee member at the end of the interview process.
- Records data collected on candidates to determine, by group vote, the names of potential candidate(s) to be recommended for the vacant position.

Responsibilities of Committee Members

- Come to the interviews with an open mind and without preconceptions of favorite applicants. Do not talk to others about the applicants or discuss the contents of resumes/interviews until the designated discussion time. Even minimal comments made may sway interviewers as they make preliminary rankings.
- During interviews, read verbatim assigned questions from the list provided. Only ask follow-up questions as necessary to clarify previous responses. Coaching questions are not permitted.
- Record the content of the responses as candidates answer each question. Collected data must support decisions made by Selection Committee members. The Chairperson will record group information as necessary during the decision making process.
- Assist in the development of a group consensus based on the applicable focus areas as predetermined by the Selection Committee.
- Remain supportive of final Selection Committee recommendation(s), understanding that the recommended candidates may not be the top choice for each committee member.
- Understand that the Superintendent/Executive Council may (1) select a recommended candidate, (2) reject the recommended candidate(s) and select another individual from the interviewed finalists, or (3) reject all interviewed candidates and repost the vacant position.
- All discussion must remain confidential and must not leave the interview room at any time.