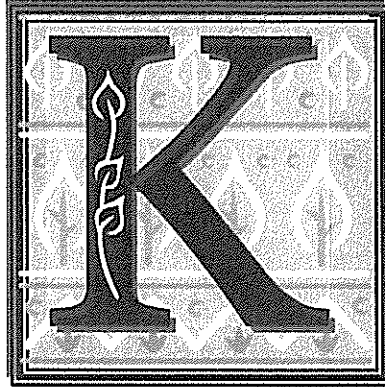




KILLINGLY PUBLIC SCHOOLS

**INTERVIEW AND HIRING
PROTOCOL HANDBOOK**

Revised: April 2024

Killingly Public Schools – New Hire Packet Directory of Forms (4/24)
Forms 1, 3, 4, 5, (6/7/8), 9 need to be sent with New Hire Packet

Form Number	Form Name	Explanation:
#1	Employee Interview Analysis	Each member of your interview team should complete form 1 for every applicant
#2	Plus/Delta Sheet	This is to help your team during the interview process (not required to send to CO with application packet)
#3	Interview Feedback Form	Hiring manager completes after the interview process.
#4	Permission to Conduct Interviews	If you want to move this person to the next stage, please have them complete and sign. If you are doing a virtual interview, please seek verbal permission and note that on form.
#5	Reference Check Forms	Please note: A minimum of 2 are required and must be conducted by the administrator/hiring manager. For certified staff: reference checks from someone different than the letters of recommendation who can speak to their professional competencies. For non-certified staff: reference checks from direct supervisors from previous employers
#6	Recommendation for Hire Form	To be completed for all contracted positions (certified or noncertified & part or full time) <i>Note: it takes 7-10 days to onboard a new contracted employee from when we receive the completed new hire packet, please don't have a start date that is before that timeframe.</i> Funding Source Section needs to be completed prior to sending
#7	Placement of Substitute or Student Worker Form	This is used for new hires for any district substitute, tutor, or student worker.
#8	Payroll Change Notice	This form is to be used when moving a CURRENT employee from: - Short to long term substitute - Transfer of Buildings - Transfer/Add of a position - Change in funding source - Change in hours (PT or FT) - Replacement for Leave of Absences - Job Abandonment - Change / Add to IT needs Note: Position transfers can ONLY go into effect on Monday's
Form #9	Badge Request Form	This need to be completed for any new hire OR when someone is changing positions and/or buildings. Must be submitted with payroll change notice

INTERVIEWING PROTOCOL

The administrator, supervisor or director is responsible for scheduling interviews. Please note that prior to the interview the facilitator of the interview should closely look at:

- A current, valid, CT certification and correct endorsement (if applicable)
- Transcripts (if applicable), OFFICIAL TRANSCRIPTS WILL BE REQUIRED DURING ONBOARDING PROCESS
- Completed Application (State of CT Statute) to include:
 - online application
 - cover letter
 - resume
 - letters of recommendations
 - certificates and transcripts when applicable

Guidelines for Interviews

1. No interviewer shall mention salary, rate of pay or start date. (H.R will supply this information)
2. Be on time and show respect for all interviewees.
3. All questions must be clearly job related and include a determination of knowledge, skills, abilities and other requirements.
4. Ask only one question at a time and allow the applicant sufficient time to think about their response.
5. Questions should be developed to assess the requirements needed to perform the most important and time-consuming duties.
6. Avoid questions which elicit little information beyond "yes" or "no. Ask questions that generate applicant thinking.
7. Avoid talking more than the applicant.
8. If several applicants are being interviewed, all applicants should respond to the same questions.
9. Interviewers should not express surprise or dismay at the remarks of an applicant.
10. When closing the interview, ask if there are any questions.
11. If you deem the applicant acceptable for hire **PLEASE GIVE APPLICANT FORM #4 TO SIGN**

PLEASE DO NOT SEND ANY APPLICANT TO CENTRAL OFFICE AFTER THE INTERVIEW.

All applicants must have an appointment for completing new hire paperwork. No applicant shall begin work until all new hire paperwork is complete.

IMPORTANT FOR A CERTIFIED POSTION:

1. Call Central Office and notify the Superintendent's office of your recommendation
2. Two reference calls must be made prior to the Superintendents interview, please anticipate the Superintendent's inquiry related to reference calls. (FORM #5)
3. Please complete Forms 1, 3, 4, 5, 6 or 8, and Form 9: Access Control I.D Authorization Form Send to the Central Office within 1 day of interview office with the applicant's original folder/packet of material.
 - a. Certified Staff: Send to Keely, she will call the applicant for the final interview after all of the above is received.
 - b. For Non-Certified Staff: Send to Kris Cicchetti, she will call the applicant for new hire appointments.

Please note: the onboarding process can take 7-10 days for new employees, please do not have a start date prior to that time frame

Applitrack Notes

When recording notes in Applitrack, we ask that you use the terms in BOLD below to indicate where you are in the process with the applicant. This is helpful for Human Resources or others who are looking at the applicant's information.

Internal / External Candidates:

Paper – a paper screening of this candidate was conducted

Phone – a phone interview of this candidate was conducted

Interview – an in person interview of this candidate was conducted

Lesson – the candidate was invited to a live interview and asked to conduct a mock lesson

Offered – the candidate was offered a job

Declined – the candidate was offered a job and declined the offer

Hired – the candidate was hired

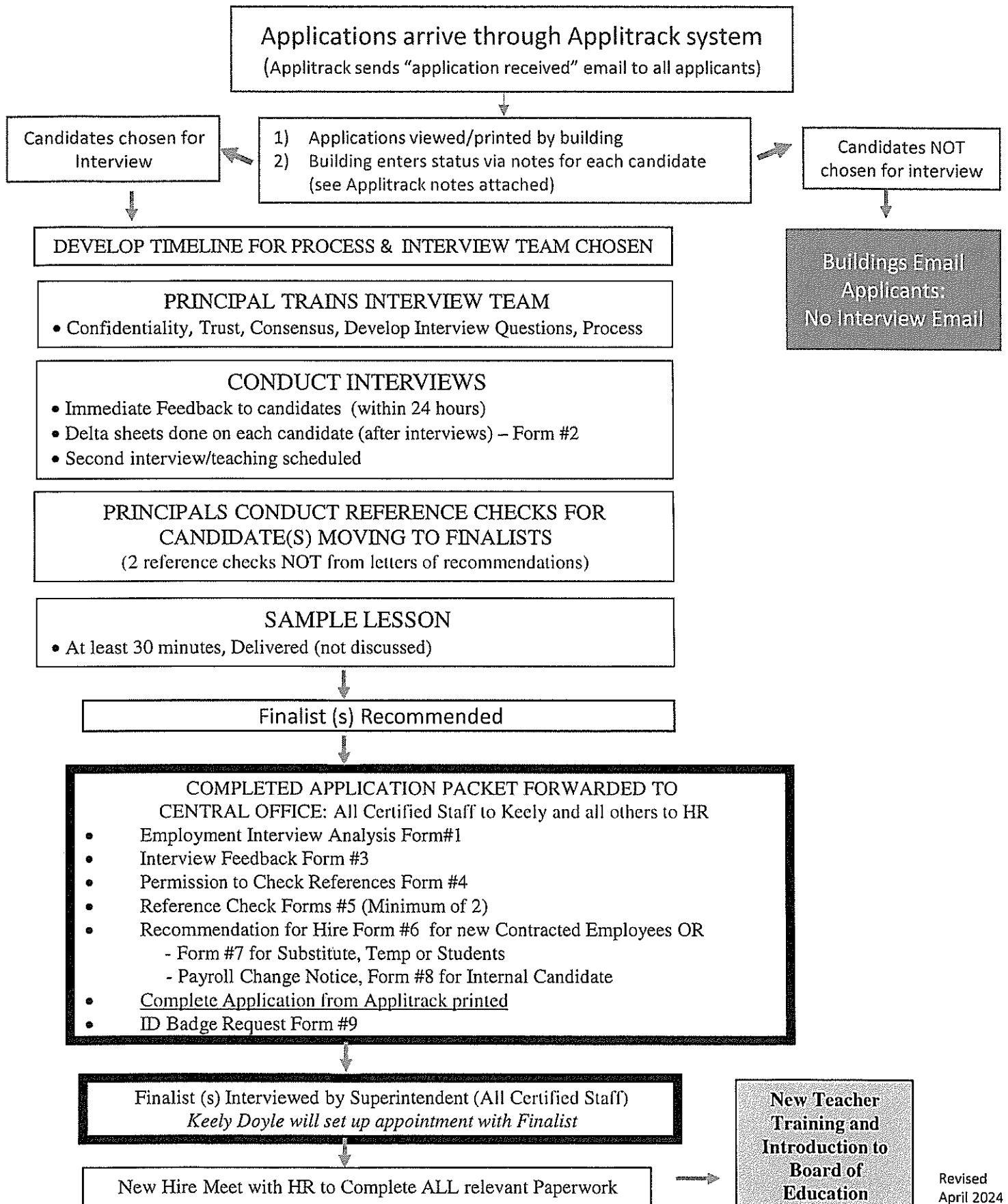
Withdrew – candidate withdrew their application from pool of applicants

For use with external candidates only:

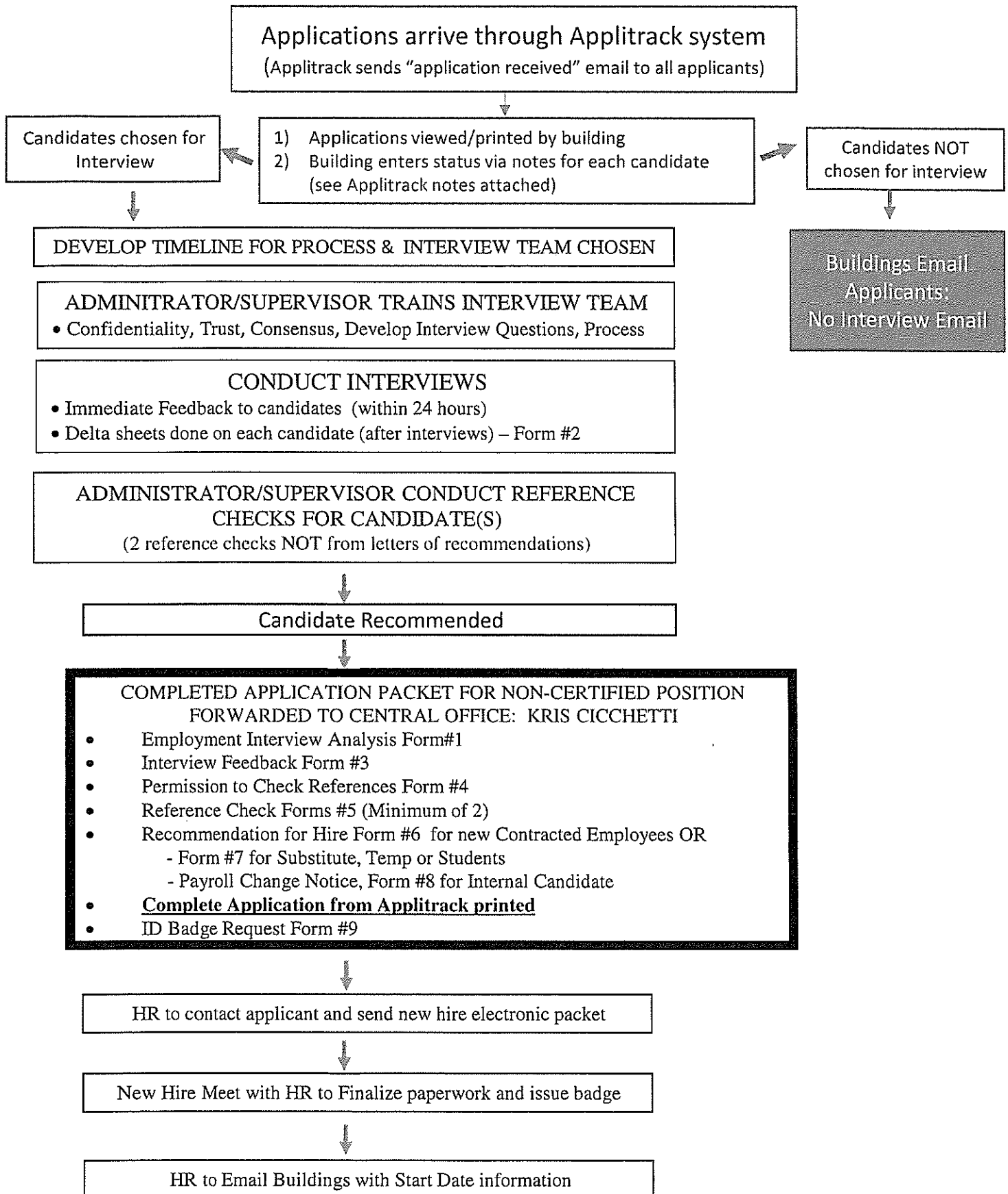
Finalist – although the candidate was not offered a job they were considered a worthy finalist

DNMKS – Does not meet Killingly standard (***this should only be entered under the direction of a building administrator***)

New Hire Process for Certified Teaching Positions



New Hire Process for Non-Certified Positions



EMPLOYMENT INTERVIEW ANALYSIS

Name of Applicant:	Name of Interviewer:
Position Applied For:	Date of Interview:

This analysis serves to help in evaluating and comparing different applicants when the interview is completed. It is most effective when applied immediately following the interview when memory is still fresh. This analysis may also be referred to during the interviews as a reminder of basic areas to discuss.

TRAITS	UNSATISFACTORY	SOME DEFICIENCIES EVIDENT	SATISFACTORY	EXCEPTIONAL	CLEARLY OUTSTANDING	INTEREST RATING (0-4)
	0	1	2	3	4	
Knowledge of Specific position-related topics	No knowledge evident.	Less than we would prefer.	Meets our requirements for hiring.	Exceeds our expectations of average candidate.	Thoroughly versed in job and strong in associated areas.	
Experience	None for this job or any related experience.	Would prefer more for this job.	Adequate for job applied for.	More than adequate. Has some experience in related areas.	Totally experienced in job. Has strong experience in related areas.	
Communication Ability	Could not communicate.	Some difficulty. Will detract from job performance.	Sufficient for adequate job performance.	More than sufficient for job.	Outstanding ability to communicate.	
Interest in position and our schools	Showed no interest.	Some lack of interest.	Appeared genuinely interested.	Very interested. Seems to prefer this type of work.	Knows every aspect of job and is interested in only this type.	
Overall motivation to succeed	None exhibited. No concern for personal future.	Not up to average level. Shows little desire to achieve.	Average desire to achieve.	Highly motivated. Wants to succeed and advance.	Extremely motivated. Has compulsion to succeed.	
Poise	Appeared distracted, confused or bad-tempered.	Sufficient display of confusion to affect job.	Sufficient poise to perform job well.	No loss of poise during interview. Confident in ability to handle pressure.	Displayed impressive poise under stress. Confident and secure.	
Insight and alertness	Did not understand many points or concepts.	Missed some concepts or ideas.	Understood most new ideas and shifts in discussion.	Grasped all new points and concepts quickly.	Extremely sharp. Understood subtle points. Strong insights.	
Personality (evaluate in relation to position applied for)	Not acceptable for job.	Some deficiencies.	Within satisfactory range for job.	Good personality for job. Some traits considered very desirable.	Perfect for job. Generally outstanding personality as well.	
					TOTAL	

Killingly Public Schools INTERVIEW FEEDBACK FORM

Interview Team/Person

Name of Candidate	Date of Interview	Sex	Racial Code* Disposition
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____

*Racial/sexual data is collected for statistical purposes only. The interviewer will indicate each candidate's racial group and sex as perceived by the interviewer according to the following:

[illegible]

KILLINGLY PUBLIC SCHOOLS

Permission to Conduct Background and Reference Checks

I _____ have applied for the position of _____ with the Killingly Public School system. I grant permission for the Killingly Public School system to conduct all necessary background and reference checks.

I authorize the release to a representative of the Killingly Public Schools any and all information that you have concerning me, my work record, and my reputation, including information of a confidential or privileged nature. I hereby release to you, your organization or your employer or agent from any liability or damage that may result from furnishing the information requested.

Signature of Applicant

Date

KILLINGLY PUBLIC SCHOOLS
Killingly, Connecticut 06239

Reference Check Form

CERTIFIED STAFF: Reference checks from building Administrators or Superintendents (and not from same people as letters of recommendation)

NON-CERTIFIED STAFF: Reference checks from direct supervisors

Candidate _____

Position _____

Name of Reference _____

Current Employment _____

Relationship to Candidate: _____

Length of Time Reference has known candidate: _____

Please ask the reference to talk about the candidate in relation to the topics listed below (you are not limited to these questions and should ask any questions that would speak specifically to the candidate):

General Overview of Candidate's Performance

Relationship with Students, Colleagues, Administrators and Parents

Strengths/Skills (Personal and Professional)

Target Areas for Growth (Personal and Professional)

Has (name of applicant) been under consideration for termination proceedings?

Have there been any allegations regarding (name of applicant) which Killingly Public Schools should be aware of?

Potential Contributions Candidate May Take to Killingly Public Schools

Other Items of Special Note/Additional Questions/Comments

Why does the candidate want to work in the Killingly Public Schools?

Would you hire (rehire) this person if you were in a position to do so?

_____ Yes, without reservation Yes,
_____ with some reservation No

If No, please explain.

Name of Person Conducting Interview _____

Date _____