

MSAD 75

We appreciate your willingness to serve on the _____ Search committee

Interview Guidelines

By law all information, applicant names and discussions remain confidential within the Interview team

No discussions should take place outside the interview team meetings

All paperwork; applications, interview questions and notes will be returned to the Committee Chair at the end of each meeting

If a Committee member knows one of the candidates they should disclose this to the rest of the Committee. Personal knowledge of the candidates should not be shared with the group

Comments/discussions about candidates should be framed professionally and respectfully

Candidates are asked the predetermined interview questions with only relevant follow up questions to the candidate's answers

We are not to respond to questions from candidates about how they did in the interview or why they were or were not chosen

The goal is to reach a consensus on the best candidate or some degree of unanimity within the interview committee. The final determination however will be made by the Committee Chair. It will be made based on the guidance of the committee, what is learned from the reference checks, and the Committee Chair perspective. The Superintendent and School Board have final hiring approval

Committee Working Norms — Collaborative Respective approach

Treat each other with dignity and respect

Transparency: avoid hidden agendas and preconceived opinions

Listen attentively and respectfully and don't be dismissive of other's opinions, show respect for the views of others

Avoid territoriality; think instead of the overall good of the District, employees, and our customers

Honor confidentiality and trust each other, issues discussed will be kept in confidence

Avoid side conversations

Monitor your own airtime

CONFIDENTIALITY FORM

M.S.A.D. # 75

The school board appreciates your willingness to serve on the Search Committee for the position of _____. We are confident that your participation will contribute to our selection of the best possible candidate.

Understanding the intent and seriousness of the legal requirement to maintain strict confidentiality is most important. In this regard, 20A §6101.2-B of the Maine Statutes reads in part:

... information in any form relating to an employee or applicant for employment, or to the employee's immediate family, shall be kept confidential if it relates to the following:

(1) All information, working papers and examinations used in the examination or evaluation of all applicants for employment;

At least one test case has substantiated that even the name of an applicant is protected (including the fact that a person has applied). Moreover, the prohibition from discussing these confidential matters does not end with the selection and appointment of the successful candidate. It is permanent and applies to all unsuccessful candidates as well.

Therefore, in agreeing to participate in this important undertaking, we ask you to acknowledge having been provided with an orientation on the requirement for confidentiality, and that you are accepting this responsibility.

Again, thank you very much for your assistance.

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I understand and pledge to honor the strict requirement to maintain confidentiality regarding applicant information and discussions.

Signature_____ Date_____

Signature_____ Date_____
(Search Committee Chair)