WEST BONNER COUNTY SCHOOL DISTRICT #83
Interview Team Guidelines

Job Title:
Location:
Date:

Please review the following interview guidelines with the interview team members. Each member must sign below, indicating understanding of, and agreement with the guidelines. Forward this sheet to Human Resources along with other selection documentation materials.

Confidentiality: Interview team members will have access to view employee files for the purpose of determining qualifications and experience as related to the position being filled. Employee files and application materials are confidential materials and team members shall not discuss any information regarding candidates with any person other than team members. Discussion during the selection process, including reference check information, is also confidential and should not be shared with anyone other than team members. **Failure to keep all information confidential will result in disciplinary action including a letter placed in the employee's file.** All notes regarding candidates shall be forwarded to Human Resources upon the selection of the successful candidate.

Interview Format: The interview team will use a structured format, asking the same questions of each candidate in the same order. Questions may also be asked to probe for additional and/or clarifying information. Questions must be job-related.

Conducting the Interview: The lead interview team member will introduce the team members to the candidate, and give a brief introduction to the interview process (i.e., taking turns asking questions, writing down notes, etc.). The lead should give a brief synopsis of the position and working hours; then begin the interview questions. At the end of the interview, the candidate should be given a chance to ask questions about the position.

Closing the Interview: Provide the candidate with the estimated time line for the selection decision, along with information on how candidates will be contacted. Express appreciation for the candidate's interest.

Documentation: Interview notes should be objective, specific, and related to the job. Personal comments regarding the candidate should not be included in notes. Note areas of strengths and weaknesses, including marginal qualifications and/or limited experience/training. All selection materials from the team must be forwarded to Human Resources, along with the recommendation to hire.

Team member signatures:

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