

WEST BONNER COUNTY SCHOOL DISTRICT

#83

Interview Training - Rules for Effective Screening and Interviewing

The Screening/Interview Team must have a clear understanding of the selection process in order to hire the best qualified candidate for the position. The following elements need to be kept in mind:

- Interview Objectives are clearly understood that the Screening/Interview Team is selecting the best qualified candidate for the position. The following attributes apply:
 - appropriate experience
 - training and personality
 - who is most able to perform effectively within the job description and environment
 - match for demographics and culture
 - needs of students, staff, and community
- The Applicant Information File provides Knowledge of the Job of the candidate and the Applicant Screening Checklist is used by the Screening/Interview Team to assist in screening and interviewing candidates based on the Interview Objectives.
- All forms and documents are property of the school district. When issued, they are considered confidential and must be returned when instructed.
- All information and discussion is considered confidential until the selection is approved by the Board of Trustees.

Remember to keep away from the following topics and questions:

- age
- sexual orientation
- religion
- residing within the district

Screening Aides

The following are observed when screening for interview candidates:

- screening applicants resumes and cover letters
- confirming information from resumes and cover letters

Interview Helps

The following are relevant to interviewing professionals:

- treat candidates with fairness and respect
- maintain eye contact and flow during the interview
- become familiar with the oral and written structure of the interview questions
- know what to expect as an appropriate or inappropriate answer and how to respond to candidate questions at the end of the interview
- how to paraphrase an applicant's answers
- how to note body language and visual clues
- stay focused!

Personal attributes and skills in interviewing:

- treat candidates with fairness and respect
- make every candidate welcome and at ease
- have awareness/avoid stereotypes and biases
- pay attention to body language and visual clues
- make fine distinctions and perceived accurately
- record accurate information, such as identified needs to fill the position
- be willing to and committed to using the criteria established
- ability to give the candidate every chance to be successful
- know what to expect as an appropriate answer to a question and how to delve further with a follow up question
- understand how to paraphrase an applicant's answers

Cautions:

- making judgements too early
- putting too much merit on unfavorable information versus favorable information
- being influenced by comparisons between one candidate and another
- using 'your version' of the criteria to judge
- imposing personal biases (e.g., looks like old boss, hair color, etc.) that may influence your judgement

Thank you for your time in assisting with this important decision!

I acknowledge and will execute the Rules for Effective and Interviewing Candidates.

Print Name of Interview Team Member

Interview Team Member Signature

Date