



Position: _____

Interview Date: _____

- ☐ Meet a few minutes prior to interviews beginning to review information in packet.
- ☐ Interview Committee – please read and sign the **Interview Team Guidelines**. Designate a chairman.
- ☐ Questions: Please make sure all of the same questions of asked of each applicant. If you change or add a question this can only be done on the first candidate and must be changed or added for all other candidates. You may ask the candidate to explain their response further if necessary.
- ☐ Total points from interview questions and bring this total to the **Interview Rating Sheet**.
- ☐ Rate candidate on the **Interview Rating Sheet**. Add the interview totals with the rating sheet totals for **total points awarded**.
- ☐ Review totals of all candidates. Rank candidates by totals below.
- ☐ Chairman must contact Superintendent to discuss recommended hire and upon superintendent approval candidate may be notified that he/she is the recommended hire to the board.
- ☐ HR must contact candidates not chosen to inform them of the decision. Please inform HR via phone or email immediately upon superintendent approval of candidate to ensure calls are made in a timely manner.
- ☐ Chairman must complete the **New Employee Data Form – HR Form #2**.
- ☐ Return all interview packet material to the District Office no later than _____.

HR will send out new employee information to the recommended candidate via interoffice mail or US mail.

Please inform recommended hire that they must complete a background check prior to employment.

Candidate**Score (High to Low)**This image shows a blank sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook or ledger page.