Procedures for Interviewing Candidates

Materials Needed:

1. Job Description for position with prerequisites.
2. All applicants must be cleared by HR before being interviewed.
   If you have questions or need assistance, please contact Abraham Gallegos, Executive Director of Administrative Services
3. List of candidates' names and time of interview
4. Interview questions
5. Candidates' packet (application/resume/certificates)

Process:

1. Designate an Interview Committee Chairperson. Ask all interview questions and do not deviate from questions.

2. Interview Committee Chairperson will repeat the question if the candidate does not understand the question.

3. Have at least three committee members in each interview committee.

4. Committee members will refrain from making remarks/comments as to their individual preference for a candidate until all candidates have been interviewed.

5. Total scores will be completed after all candidates have been interviewed.

6. Committee members will establish total score for each candidate and write the score on each individual's questions and answers page. The questions/answers page must be signed by the committee member.

7. The questions/answers page will be given to the Interview Committee Chairperson who will write the total score for each candidate on the Master Tally Sheet. The Interview Committee Chairperson will date and sign the Master Tally Sheet.

8. All documentation will be given to the Principal/Department Administrator to be kept for a minimum of five years.

9. Committee members are instructed to refrain indefinitely from speaking to candidates regarding the interview.

10. If candidates have questions, they are to be referred to the Principal/Department Administrator or Human Resources Director.

11. A time keeper may be designated by the Interview Committee Chairperson. If interviews are to be timed, all candidates will be advised of time limit at the beginning of the interview and will be told the total number of questions.

12. A list of the three finalists will be submitted by the Interview Committee Chairperson to the Principal/Department Administrator who will then decide.