

LEARN

OUTLINE OF PROCEDURES FOR INTERVIEWING

1.0 Posting

Posting will emanate from the personnel office after approval has been granted by the Executive Director. (note articles 17 and 18 of the Contract between LEARN Regional Educational Service Center and Project LEARN Education Association 1995-1998 for posting requirement.)

2.0 Paper Screening

Letters of acknowledgement* should be sent to every applicant. After criteria are established for selecting each candidate, an appropriate team should screen all application based on these criteria.

3.0 Interviewing

Questions which relate to the established criteria should be developed by the team. A Checklist for Application for Positions* should be completed for each candidate who will be interviewed. One member of the team should contact each candidate selected for interviews to schedule the appointments and notify them to bring in any items not checked on the checklist form. Interview Record forms* should be completed by each team member for each candidate. Qualified employees will be guaranteed and interview for openings in new programs in accordance with Section 17 of the Contract Between LEARN Regional Education Service Center and Project LEARN Education Association 1995-1998 for posting requirements.

4.0 Recommendations

The committee should complete an Instructional Personnel form* for two finalists. In addition, a Hiring Review Process form* should be completed. Copies of the Checklist for Applicants Form, the application, the Hiring Review process form and Instructional Personnel form should be forwarded to the Executive Director.

5.0 Acknowledgements

Letters for the successful candidate and the finalist will be sent by the Executive Director*. Letters for all other candidates who were interviewed by the team will be sent by one member of the team.

*attachments

HIRING PROCESS STEPS
CHECKLIST

1. Develop job description
 - see if one is on file or develop new one
 - (make sure there is a statement on the bottom requiring signature)
 - develop ad and/or flyer
 - determine salary range and closing date
 - if new position, schedule BRC meeting
2. Posting
 - mailed in paychecks - optional
 - Copies to Personnel Dept.
 - Sent to CT Job Service
 - Posted at Central Office
 - Sent to outside agencies and required locations
 - Filed in Open Positions File
 - position is required to be open for two weeks from posting date
3. Advertising
 - info on placing ad available from Personnel Dept.
 - may use info from job description, salary range, closing date
 - state "send letter of interest and resume"
 - state dept. code
4. Receive resumes, letters, applications
 - received by Executive Director and forwarded to receptionist
 - receptionist logs in data base and sends letter acknowledging receipt
 - resume, etc. sent to appropriate department
 - unsolicited resumes responded to by Personnel Dept.
5. Multiple routing
 - copies made by Personnel Dept. and forwarded to other depts. if appropriate
6. Screen applicants
 - can set up interview before closing date but can't hire
 - who paper screens is optional (committee or director)
7. Set up interviews and create interview committee
 - define interview questions
 - prepare committee/train in interview techniques
 - put packet together for committee
8. Prepare packet for applicants
 - checklist of items required (certification/transcripts, etc.)
 - job description to be signed that they understand and can perform with reasonable accommodations.
 - list of benefits if applicable
 - other misc. info (explanation of LEARN, program, etc.)
9. Conduct interviews
 - see list of sample questions (Appendix D)
 - practicum appropriate to position and/or dept. (e.g., teach, drive, type, lift, etc.)
10. Interview rating done immediately after
 - reference checks
 - salary recommendation
 - some tasks done simultaneously
11. Second interview either by or with Executive Director
 - contact those being proposed to Executive Director if necessary
 - give all relevant information to Executive Director prior to interview

12. Job offer

13. Notify applicants

- paperwork to Personnel Dept. for employment letter, contract and personnel file

- rejection letters

- letters to withdraw

Above included in packet for everyone

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HIRING REVIEW PROCESS

Position _____ Department _____

The following steps have been completed:

_____ Job description (on file or attached)

_____ Position posted

_____ mailed in paychecks (optional)

_____ sent to Personnel Office:

_____ posted on bulletin board

_____ sent to job service

_____ sent to outside agencies/required locations

_____ **Advertised**

_____ ad(s) attached or status of ads

_____ Criteria developed for screening

_____ Interview Committee Members:

_____ Packet for Committee

_____ Packet for Applicant

_____ Key interview questions:

_____ Job description signed

_____ Interview ratings (see attached sheet) -

_____ Reference check(s) completed

_____ Paperwork certification

_____ application completed and signed

_____ certification verified, date checked, copy on file

_____ official transcripts

Checklist of items sent to Executive Director for second interview:

_____ application/resume

_____ copy of interview questions

_____ interview rating sheet(s)

_____ copy of certification and transcripts if applicable

_____ copy of reference check(s) if completed

_____ copy of signed job description

_____ Notification(s) completed

Name _____

Date _____

INTERVIEW RECORD

Part I

Applicant Name: _____

Position _____ Department _____

Rating

(5=excellent, 4=above average, 3=average, 2=below average, 1=poor, Undetermined)

_____ Demonstrates relevant experience for position

_____ Identified additional training/PD that contributes to ability to handle assignment

_____ Ability to communicate effectively (appropriate to position-oral, written, technology)

_____ Demonstrates sense of discretion/confidentiality concerning communication

_____ Demonstrates interest in position

_____ Personal presence

_____ Interpersonal skills

_____ Background knowledge

_____ Other (key interview questions, etc.)

Part II Practicum

a. Results of performance test, class visit, demonstration of job skills

Comments:

Interviewer(s) _____

Date: _____

Maintain for Director file for 3 years

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REFERENCE CHECK FORM
(Applicable for telephone and/or mailed)

Name of respondent: _____ Phone: _____

School/Firm/Organization _____ Date: _____

1. The above named candidate has indicated that they worked for you during the period from _____ to _____. They have stated that their job title was _____ and that they had responsibilities of:

Are these statements accurate? If not, please clarify.

2. The candidate is being considered for the position of _____
Responsibilities of this position includes:

Do you see any reason why the candidate would be unable to perform these duties?

3. Would you rehire this person? (If not, why?)

4. What were the candidate's significant strengths or accomplishments?

5. What were the candidate's weaknesses or failures?

6. How much supervision does this individual require?

7. How would you rate the candidate regarding the following:

- | | |
|---|----|
| a. Ability to accept supervision | a. |
| b. Loyalty to employer | b. |
| c. Record of attendance | c. |
| d. Responsiveness to suggestions or criticism | d. |
| e. Dependability | e. |
| f. Enthusiasm and energy for work | f. |
| g. Communication skills - oral and written | g. |
| h. Rapport with co-workers | h. |
| i.. Rapport with clients | i. |

8. Why did the person leave your employment (if they did)?

9. Can you think of anyone else who would be important for us to contact regarding this candidate?

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Checklist for Applicants for Positions

(Date)

(Name)

(Position being considered for)

Checklist of personnel records

1. Application on file: _____
2. Certification (current) on file covering this _____ assignment.

(_____
(Certificate number, type of certificate and effective and expiration dates)

3. Official transcript(s) on file: _____
4. Interview sheet completed and signed by interviewers: _____
5. Reference check: _____

8/3/89

**LEARN INSTRUCTIONAL
PERSONNEL FORM**

Date: _____

NAME: _____ Telephone: _____

ADDRESS _____ Certification# _____

SCHOOL: _____ DEPARTMENT _____ GRADE(S) _____

Replacing _____ (or) New Position _____

Budget Salary _____ Recommended Salary _____

Summary of background that relates to teaching (extra-curricular, other job experience, et.)
Include all information that might affect salary status.

Name(s) of interviewer(s) _____

Administrative recommendation and comments: _____

Number of applications reviewed: _____ Number of applicants interviewed: _____

Administrator/Executive Director

4111(g)
4211(g)

Name
Address
Town, State, Zip

Date

Dear:

I am forwarding to you a copy of the LEARN application for the position of _____. We interviewed a number of outstanding candidates and found the selection process very difficult. I have selected John Smith for the position based on our interview committee's recommendation.

I appreciate the time that went into preparing your application and meeting with us. Again, thank you for your interest in LEARN.

Sincerely,

Eileen S. Howley, Ed. D.
Executive Director