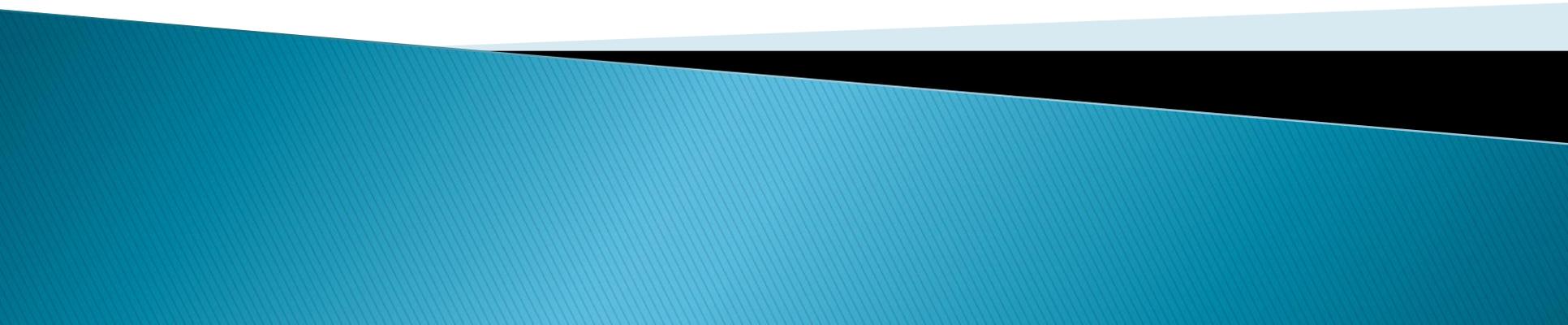


# **Staff Interview Committee Guidelines**

**Red Hook Central School District  
January 2016**



Thank you for agreeing to serve on the Interviewing Committee. If you develop a conflict and cannot serve throughout the entire process, please notify the Committee Chairperson immediately. By doing so, a replacement appointee will have enough time to read all files and develop a working knowledge of the interview process.

- ▶ These guidelines are prepared for the benefit of committees involved in a very critical process: the selection of staff members in the Red Hook Central School District.
- ▶ Even if you have served on an interview committee before, we encourage you to read through the guidelines before you begin your next selection process, to ensure that you are familiar with legal requirements, and that the hiring process proceeds as smoothly as possible.

# Mission

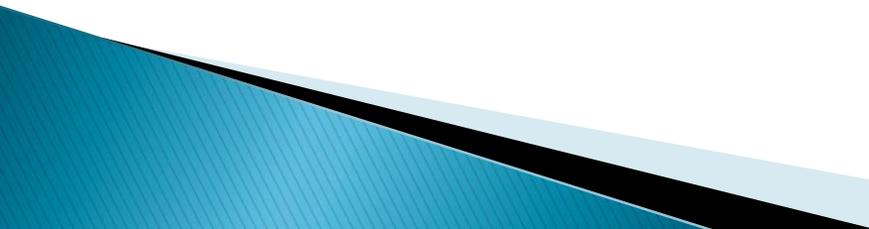
It is the mission of the Red Hook Central School District to hire the best qualified person for each position in the district. Successful candidates will exhibit qualities that underscore district goals. Finding the best candidate for a position is critical to the success of a school organization.



# ROLES/RESPONSIBILITIES OF COMMITTEE MEMBERS

## Inclusiveness

Each committee member is responsible for being inclusive of all candidates and avoiding stereotypes and bias. Being inclusive of cultural differences optimizes our effectiveness in achieving student success.



# Confidentiality

- ▶ Confidentiality must be maintained at all times.
- ▶ Committee members are acting as agents of the District when recruiting. Therefore, anything that goes on within the committee process is not to be discussed with anyone outside of the committee (that includes applicant's names, screening results, interview questions, interview responses, committee discussions, etc.)
- ▶ If anyone outside of the committee inquires about anything of a confidential nature, inform them that you are a member of the interviewing committee and are not at liberty to discuss the recruitment with them. You may refer anyone with inquiries/questions to the committee chairperson.

# Participation

You have been chosen to serve on this committee because of your connection to the school. Your input is essential in the selection of the recommended semi-finalists. We encourage you to remain flexible in your participation in this process. Committee members must be present for all candidate interviews.



# Objectivity

- ▶ Decisions must be based on the screening and interviewing processes only; any past experience that you may have had with an applicant should not be taken into consideration.
- ▶ Applicants that you know from a past experience should be given the same opportunity to demonstrate their skills and abilities to you and should not be given any unfair advantage or disadvantage based on your prior experience with them.
- ▶ Any committee members who may have a potential conflict of interest must bring this to the attention of the committee chairperson.

# Consistent Interview process:

- ▶ Consistency in interviewing is important to minimize bias.
- Staff members on the committee must be available for all days of the interview process.
- Committee members can suggest to the building administrator possible questions to ask the candidate. It is preferable that this input and discussion occurs prior to the interview day.

- Questions asked by the committee must be the same for each candidate. However, extension questions can be used to clarify or prompt a candidates' response.
  - In order to be better prepared for the interviews, candidate resumes will be available for review prior to the day of the interview. Due to confidentiality, they must be reviewed and kept in the administrator's office. If available, they can also be posted on a district secure site for committee member review.
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# Selection Process:

- ▶ The interview committee will choose two or more semi-final applicants to be sent to the Superintendent for a final interview.
  - ▶ Reference checks will be completed by the committee chairperson prior to the Superintendent's interview. In addition to the references provided by the applicant, several other references will be sought.
  - ▶ The Superintendent will make the final decision.
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# Reminders for Hiring Committee

- ▶ All selection committee members need to be comfortable to freely voice their perspectives and to speak up if someone is making assumptions or influencing others inappropriately.
  - ▶ A consensus method of decision making will be used.
  - ▶ The final step will be for the committee to provide an unranked list of top candidates for the Superintendent to interview.
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