

## POCATELLO/CHUBBUCK SCHOOL DISTRICT

### Administrator/Supervisor's Instructions to the Advisory Committee and Protocol for Conducting Interviews

#### Provide Instructions to the Selection Committee Regarding the Interview Process

1. The administrator/supervisor (Chair) shall be responsible for ensuring that fair and equal employment practices are followed in each interview.
2. The Chair shall arrange for each member of the committee to be provided with a prescribed set of questions and letter of application and resume prior to the arrival of candidates.
3. The Chair shall review with the team the protocol for interview, confidential nature of interviews, confidential nature of information about candidates and a review of area in which questions may not be asked:
 

Height, weight, birth date, maiden name, age, gender, religion, national origin, handicapping conditions, ethnicity, marital status, arrests, retirement interest, family-type questions or questions such as spouse's name/work, children under 18, care of children, friends/relatives working for the District or questions about transportation to and from work.

**Applicants must be asked the same set of interview questions and may not be asked random questions from committee members.**
4. Should a response to a question need clarification or expansion, the committee member may forward their question to the Chair to address for clarification. Prompting or leading a candidate is prohibited
 

Clarification examples include:

  - a. Could you give me examples of how you would implement those strategies?
  - b. Could you further explain why your thinking?
  - c. Can you think of other situations in which that analogy might apply?
5. Committee members will be reminded that all discussion regarding candidates and selection remains strictly confidential.
6. There shall be no discussion by committee members regarding candidates and/or qualifications until the supervisor-led debriefing.
7. Should an inappropriate question be asked or a comment made, the supervisor will step in and redirect the interview.

#### Present an Overview of the Profile/Structure for the Interview

- Explain the interview process.
- Give time parameters.
- Set a tone of openness and comfort to get the applicant talking freely.
- Help the applicant relax by discussing school and job experiences.
- Use open-ended questions with follow-up clarifying questions.
- Find out what they know.
- Find out what they can do.
- Have them share examples to prove their knowledge and skills.
- Ask all applicants the same interview questions.
- Give them an idea of when you will be selecting your candidate.
- Let them know you will keep them apprised of where you are in the selection process.

**Review the Interview Format**

1. **Introduction: 3-5 min.**  
Interviewer/s and candidate get acquainted; candidate put at ease.
  2. **Structure: 1 min.**  
Outline interview procedures with the candidate.
  3. **Body: 20 - 30 min.**  
Conduct interview with the candidate following prescribed format and questions.
  4. **Wrap-up: 5 min.**  
Applicant should be given the opportunity to ask questions.
  5. **Summary: 2 min.**  
Provide the applicant with information regarding next steps to possible employment and what they can expect in terms of follow-up.
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**Job:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chairman's Signature:** \_\_\_\_\_