

ADMINISTRATIVE PROCEDURES

SUBJECT: Interview Guidelines – Elementary and Secondary Teachers

Preamble

The Lambton Kent District School Board is committed to ensuring a fair and consistent process when interviewing applicants for job postings.

Interview Team

- The interview team will consist of at least two administrators.
- Administrators will determine the committee chair in consultation with the Recruitment Officer.
- The interview team chairperson will receive a package of interview questions prior to the interview.
- The chairperson shall select a minimum of six questions for the interview.
- Question selection must reflect information presented on the position posting.
- To be fair and consistent, the interview team will ask each applicant the same questions. Applicants can be probed for additional information by the members of the interview team.
- The chairperson may decide to submit revised interview questions to the Recruitment Officer, before and/or after the interview.

Interview Opening

- The interview chairperson, or designate is responsible for creating a welcoming and comfortable interview site.
- The interview chairperson, or designate is responsible for greeting the applicant and introducing the applicant to members of the interview team.
- The interview chairperson, or designate will provide details relative to interview purpose, posting specifics, time frame, structure (e.g. the applicant can ask that a question be repeated), rules (e.g. use of notes, information provided in the summary can be used for scoring if it is within the time frame of the interview) and the number of interview questions.
- The interview chairperson, or designate will provide the applicant with an opportunity to provide a summary and/or ask questions at the end of the interview.

Interview Conclusion

- The interview chairperson, or designate will thank the applicants for their time and interest.
- The interview chairperson, or designate will request a list of references and secure permission to contact references, where required.

- The interview chairperson, or designate will explain to the applicants that they will be contacted with a decision, typically within 48 hours. This should be predetermined by the chairperson and Recruitment Officer in advance of the interviews.
- The interview chairperson, or designate will confirm the accuracy of the applicants' phone number and inquire when they can be reached.

Evaluating the Applicant Through Consensus

- Each interviewer will complete the applicant's scoring, usually immediately following the interview.
- Once the last applicant has been interviewed, each interviewer will review each answer and the score for each applicant. Each interviewer should be prepared to support his/her score(s).
- The interview chairperson, or designate will facilitate determining a score for each question, for each applicant, through consensus.
- The interview chairperson, or designate will record scores for each question in the consensus package as well as transfer the results on the score template, provided in the consensus package.
- The interview chairperson, or designate will total the applicant's scores.
- The interview chairperson, or designate will develop a set of feedback notes that will assist in the debriefing of the applicants.

Other Items for Consideration

- Review of the cover letter and resume. If they are to be part of the applicant's score, it must be determined in advance.
- The interview chairperson, or designate can contact the successful applicant to arrange a meeting time to discuss the job expectations. When contacting the successful applicant, the interview chairperson, or designate must state that personnel from Human Resources will be contacting them in an official capacity to offer them the position.
- Human Resources will contact references identified by successful applicants. Where required, the Recruitment Officer may request that administrators contact references.
- Human Resources will contact all applicants to confirm results. Human Resources personnel are responsible for confirming that the successful applicant will be accepting the position.
- The interview chairperson, or designate will facilitate discussion relative to the applicants' experience and qualifications and their potential fit in the system and any sensitive issues that might result in the applicants' hiring. Superintendent involvement might be necessary where sensitive issues are identified.
- The interview chairperson, or designate will notify Human Resources with the results.
- The interview chairperson, or designate will return all interview packages to Human Resources, including a completed consensus package for each applicant.
- Human Resources will contact the interview chairperson, or designate once the successful applicant has accepted the position.

Implementation Date: February 19, 2007

Reference: