

NORTHERN LEHIGH
SCHOOL DISTRICT

ADMINISTRATIVE
REGULATIONS

SCREENING, INTERVIEWING AND HIRING PROCEDURES

Applications are submitted to the district office and reviewed by the secretary for completeness.

Secretary organizes applications alphabetically for screening.

Screening team, identified by the Superintendent, reviews applications individually according to job description criteria and, if applicable, criteria suggested by the School Board. Each member of the screening team ranks applicants.

Screening team meets to compare lists. No more than six (6), no less than three (3), applicants are selected for first interview. No discussion of who has been selected by the screening process shall occur. Members of the Team will sign a confidentiality agreement (Attached). The following are items identified as public domain:

1. Discussion of the criteria used for screening may be referenced in general, as this information will relate to the advertisement for the position.
2. The number of applicants screened may be referenced as estimation.
3. The number of applicants selected by the screening process may be referenced in general, since procedurally we interview between three (3) and six (6) candidates during first round.

The Superintendent or designee identifies the Interview Committee, and interview dates are set.

Secretary calls applicants to schedule interviews.

Interview file questions are reviewed by team members and edited or revised as needed, with opportunities to submit additional questions.

Secretary prepares interview packets for Interview Committee. These packets are distributed prior to the interview.

No discussion of candidates shall occur until all first-round interviews have been completed. One (1) member of the committee is responsible for collecting and storing every committee member's interview notes in a secure location.

Selection Process

Each member of the Interview Committee ranks the candidates by performance following all interviews. Discussion of candidates, comparison of notes, and comparison of each person's ranking, is permitted. This process can be initiated by a secret ballot vote of 1st, 2nd, and 3rd choice of each committee member.

If there are no candidates receiving the support of the interview team, the screening process begins again.

If there is debate about which candidate should be selected, a second round of interviews is scheduled.

If the majority of the Interview Committee supports an individual candidate, then the Superintendent or designee proceeds with contacting references.

Round 2 Interviews

The Round 2 Interview Committee may consist of the same committee, or must include at least two (2) members from the original Committee who may be joined by two (2) or more additional members.

Round 2 questions may be developed by the Interview Committee.

The secretary schedules Round 2 Interviews and the process continues as it did for the first round of interviews.

If there are no successful candidates following Round 2 Interviews, the process continues with Round 3.

If a candidate is selected for hire, the following steps are taken prior to submitting that person's name for Board approval:

1. Superintendent or designee checks the applicant's references.

REFERENCE CHECK:
My name is _____ and I am _____ at Northern Lehigh School District.
_____ has interviewed for the position of _____ and has named you as a reference.
Did you have any concerns with _____ as your employee?
Can you tell me about his/her interpersonal skills with administrators / other teachers / students / parents?
Has s/he ever had an unsatisfactory rating?
What do you perceive his/her strengths to be?
Would you hire him/her if s/he applied to your school today?

2. Reference call notes are submitted to the Superintendent with *memo.
3. If the references do not indicate a cause for concern, the Superintendent and/or designee shall contact the candidate to let him/her know that s/he is the successful candidate.
4. Unsuccessful candidates will receive a form letter (see EXAMPLE) from the Office of the Superintendent thanking them for their time and letting each know that s/he was not the successful candidate.

EXAMPLE:

Dear _____,

Our Interview Committee appreciates having had the opportunity to interview you [yesterday]. You participated with a highly competitive and extremely well qualified group of candidates. While you were not our first choice candidate, your performance was certainly [admirable, satisfactory, impressive, acceptable].

Best wishes as you continue your career pursuits.

5. If the candidate agrees to accept the position and offer of salary, this information is placed on the Board Agenda for approval. A copy of the successful candidate's resume and a memo from the interview team should be forwarded to the Office of the Superintendent.
6. Upon Board approval, the candidate is called to the office to sign the contract.
7. All interview notes and reference notes are filed and stored in the central office for a period of one (1) year from the date of hire. After that time, notes are shredded.

*Memo (suggested)

To: Office of Superintendent
From: Interview Team
RE: Notice of Candidate Selection
Date:

The Interview Team has concluded the interviews for the position of _____ and is recommending _____. Please refer to the attached resume. Copies of all interview notes, reference check notes, and signed Confidentiality Agreements are in the attached folder to be stored in the district office .

Administrator's Signature