

Hiring Process

- a. The District Administrator/Designee will recruit a diverse pool of qualified applicants
- b. Applications and related materials (e.g. transcripts, credentials/letters of reference, certifications, etc.) will be maintained in each applicant's confidential personnel file in the District Office. Screening processes to determine minimum qualifications will be conducted by the District Administrator/Designee(s) before candidates are referred for an interview.
- c. Positions will be posted internally for one week and externally for two weeks.
- d. When possible, three to six candidates should be selected for interviews.
- e. Personnel files are confidential and only resumes of candidates being interviewed may be shared with the interview team.
- f. The District Administrator or Principal should be present for all interviews
- g. Reference checks must be completed (minimum of three) by the District Administrator or principal prior to the offer of employment.
- h. Application documents will be retained in accordance with the Wisconsin Records Retention Schedule which is 3 years for applicants not hired and 6 years for applicants hired by the District.

Exceptions to the Above Hiring Process

- a. Contracted personnel who must be reassigned due to staff allocations and changes.
- b. Positions may not be posted for time sensitive cases.
- c. Candidates who have been hired during a recruitment process will be administratively assigned.
- d. Persons who hold certification in areas for which there is a shortage of candidates (speech therapy, ED, CDB, etc.) may be hired without a site interview.
- e. Hiring substitute teachers, substitute educational assistance, and substitute custodians as well as temporary and/or part time employees.

The following procedures are to be used when administering the team interview process:

Interview Team

- a. The District Administrator/Designee will lead team interviews.
- b. The interview team should be comprised of a balanced representation of staff, parents and/or community members who may work closely with the new employee.
- c. The Principal must always be present and participate in all interview sessions.
- d. The interview team should not rank applicants.
- e. An interview team member should disqualify him/herself if there is a potential conflict of interest.

Interview Questions

- a. Questions should be determined prior to the interview.
- b. Questions should be position specific/job-related.
- c. Questions should be written down and assigned to interview team members for questioning.
- d. Questions should be open-ended and/or scenario based. Avoid questions that can be answered "yes" or "no."

Interview Techniques

- a. A brief period of time should be spent on developing rapport with the candidate; then move to the structured interview.
- b. Listening is the major behavior of an effective interviewer. The interviewer is encouraged to listen in an open accepting manner and not to probe or interject bias. In some interviews, more is learned about the interviewer than the candidate when the interviewer does most of the talking. As interview team members listen, they should be accepting, responsive (nonverbally) and non-judgmental. Any grimacing, eyebrow raising or other non-verbal clue is discouraged.
- c. Interviewers should know the responses for which they are listening. When the team constructs interview questions they should concurrently construct “Look-fors” which will assist them in clearly understanding the range of acceptable answers to a question. What interviewers would like to think the outstanding candidates will say and what they do say are often different.
- d. Similar questions should not be asked too closely together. The questions should be mixed so the candidate can approach the same theme from different angles.
- e. The same questions should be asked of each candidate. There will be no point of comparison if the same questions are not asked.
- f. A building tour may follow the interview. The more that is shown and told to a candidate before an interview team asks and listens, the more difficult it is for candidates to tell what they believe and the more likely they will know what the interview team wants to hear.
- g. Interviewers set the pace of the interview so establish a tempo.
- h. Interview team members may want to take notes during the interview process. Interview team members are advised to turn in their notes to the interview chairperson for proper handling.
- i. Interview team members should remember that any information obtained during an interview is confidential and should not be shared with anyone outside of the interview team.