

ROLE OF THE AFFIRMATIVE ACTION TEAM MEMBER DURING THE INTERVIEW PROCESS

To ensure objectivity throughout the hiring process, you must have a diverse selection of individuals on the interview committee for screenings and interviews.

Selection Panel

A selection panel (**minimum 3**) is a team of members committed to interviewing and selecting a candidate for a position. The selection panel process is beneficial because it provides varying perspectives, helps eliminate biases, and benefits the departments by involving employees in the hiring decision.

How to Form a Selection Panel

You should start by choosing the individuals you want to serve on the interview committee. The committee must have a member of the JCPS Affirmative Action Team present. The interview committee should be created immediately after the position post has closed. The panel should consist of a minimum of three members and represent diversity for screenings and interviews. The Affirmative Action Office should be notified of the interviews before a date is given to the candidate for the position.

Responsibilities of Interview Committee Members

All interview committee members will conduct interviews as a team and recommend the top candidates for the position on an individual basis without private discussions in reference to the applicants' scores. Each panel member must make a commitment to follow the selection process, policies, procedures, and abide by Affirmative Action guidelines as stated above. Folders with scoring sheets and questions should only be given before the interview by the committee leader. Prior to interviewing the selected candidates, the leader of the committee should have a discussion with the other committee members about the process. Present your introductory statement to set the applicant at ease. The leader of the committee can introduce each panel member or it can be done on an individual basis. You may have the option of virtual,

in person, or a combination of both. The opportunity must be given equally to each participant. The **Affirmative Action Team member does not vote or score but sits in on the interview to ensure the process is equitable for each participant. These words must be stated to each person that interviews.**

Please ensure to start on time with equal designated time given to each applicant (i.e. you have five minutes left to answer if someone is extensively over the time limit). Ensure you have sign-in sheets for the applicants and the interview committee. You should only write notes about the applicant (if you choose to do so) on a separate sheet of paper. Please do not write on the back of the score sheets or the sheet with questions. Remember you can only interview for one position at a time (i.e. two different job postings are prohibited to be intertwined into one interview at the same time).

Scores should be calculated either by hard copy or email and given to Human Resources. Final scores should be privately tabulated without discussions occurring in the midst of the interview committee. Ensure a confidential setting is maintained throughout the entire process.

Remember any member of the interview committee must be recused if you wrote a recommendation for any of the applicants and/or if an applicant has identified you as a reference on his/her application.

In the event you receive an application after the posted deadline the person should not be interviewed. (If there are extraordinary circumstances it must be approved by Human Resources and Central Office).

Utilize question techniques which include open-ended questions, one step probes consisting of who, what, where, and when questions that begin with how would you handle various scenarios and problem solving (i.e. this has occurred and how would you handle this situation). Upon completion of the interview the applicant may ask questions. **During this time, you may review an applicant's portfolio after the person has received a score. The only time you can review an applicant's portfolio during an interview is if there was a request from the committee leader for portfolios to be submitted by all applicants.**

All inquiries should be job related without referencing salaries or information that is internal upon hiring to the department. (Discussions about salaries are prohibited during the interview).