

LEARN

OUTLINE OF PROCEDURES FOR INTERVIEWING

1.0Posting

Posting will emanate from the personnel office after approval has been granted by the Executive Director. (note articles 17 and 18 of the Contract between LEARN Regional Educational Service Center and Project LEARN Education Association 1995-1998 for posting requirement.)

2.0Paper Screening

Letters of acknowledgement* should be sent to every applicant. After criteria are established for selecting each candidate, an appropriate team should screen all application based on these criteria.

3.0Interviewing

Questions which relate to the established criteria should be developed by the team. A Checklist for Application for Positions* should be completed for each candidate who will be interviewed. One member of the team should contact each candidate selected for interviews to schedule the appointments and notify them to bring in any items not checked on the checklist form. Interview Record forms* should be completed by each team member for each candidate. Qualified employees will be guaranteed and interview for openings in new programs in accordance with Section 17 of the Contract Between LEARN Regional Education Service Center and Project LEARN Education Association 1995-1998 for posting requirements.

4.0Recommendations

The committee should complete an Instructional Personnel form* for two finalists. In addition, a Hiring Review Process form* should be completed. Copies of the Checklist for Applicants Form, the application, the Hiring Review process form and Instructional Personnel form should be forwarded to the Executive Director.

5.0Acknowledgements

Letters for the successful candidate and the finalist will be sent by the Executive Director*. Letters for all other candidates who were interviewed by the team will be sent by one member of the team.

*attachments

Name
Address
Town, State, Zip

Date

Dear:

I am forwarding to you a copy of the LEARN application for the position of _____. Please return the completed application as soon as possible.

Applications will be carefully reviewed and selected individuals will be invited for interviews.

Thank you for your interest in LEARN.

Sincerely,

Eileen S. Howley, Ed. D.
Executive Director

LEARN**HIRING REVIEW PROCESS**

Please complete and forward with copies of the Checklist for Application for Positions form, the application and Instructional Personnel for to the Executive Director.

1.Highlight position under consideration.

2.Outline the criteria used for paper screening.

3.Outline key questions used in the interview.

4.List interview team members.

1. List the names and addresses of all candidate who have been interviewed.

LEARN**INTERVIEW RECORD**

Date:_____

Applicant:_____

Position: _____

Area(s) of Certification: _____

GENERAL COMMENTS

(Rate as excellent 5, above average 4, average 3, below average 2, poor 1)

1.Experience _____ 4. Personality _____

2.Knowledge _____ 5. Poise _____

3.Self Expression _____ 6. Appearance _____

.....

..... Overall rating _____

GENERAL RECOMMENDATIONS

1. Excellent - consider seriously
2. Above average -consider seriously
3. Average - do not consider at this time
4. Below average/poor- do not consider

General Comments:

Interviewer _____

Revised 8/89

LEARN

Checklist for Applicants for Positions

(Date) _____

(Name) _____

(Position being considered for) _____

Checklist of personnel records

1.Application on file:

2.Certification (current) on file covering this _____ assignment.

.....

(Certificate number, type of certificate and effective and expiration dates)

.....

3.Official transcript(s) on file:

4.Interview sheet completed and signed by interviewers:

5.Reference check:

8/3/89

**LEARN
INSTRUCTIONAL PERSONNEL FORM**

Date: _____

NAME _____ Telephone: _____

ADDRESS _____ Certification# _____

SCHOOL: _____ DEPARTMENT _____ GRADE(S) _____

Replacing _____ (or) New Position _____

Budget Salary _____ Recommended Salary _____

Summary of background that relates to teaching (extra curricular, other job experience, et.)

Include all information that might affect salary status.

Name(s) of interviewer(s) _____

Administrative recommendation and comments:

Number of applications reviewed: ____ Number of applicants interviewed: _____

Administrator/Executive Director _____

SAMPLE

Name
Address
Town, State, Zip

Date

Dear:

Thank you for your interest in the position of _____ for LEARN. We interviewed a number of outstanding candidates and found the selection process very difficult. I have select John Smith for the position based on our interview committee's recommendation.

I appreciate the time that went into preparing your application and meeting with us. Again, thank you for your interest in LEARN.

Sincerely,

Eileen S. Howley, Ed. D.
Executive Director