

Beal City Public Schools Interview Process

1. After the superintendent and the supervisor/principal determine the need for a position, the posting will be created and advertised out of the Central office. The superintendent and supervisor/principal will review Beal City Public Schools Board Policy, By-laws and Administrative Guidelines 3120E to make sure we follow the proper procedures and steps during interviewing and evaluating candidates

2. All applications/resumes will be received and processed in the Central office. A file will be created for each posting with the posting itself, on top of the application/resumes behind it in the order they were received.

3. Once the posting deadline has past the superintendent will quickly review the posting file. making any comments, questions, concerns and /or recommendations on sticky notes attached to the resume in question. (no defacing the originals documents)

4. Then the supervisor/principal will receive the posting file to review in depth and choose applicants to interview based on the job description and its requirements, as well as the qualities they are looking for in an applicant.

5. The supervisor/principal will establish an interview committee of 3/5/7 diverse people (we do not want the same individuals on the interview committee each time) depending on the number of applicants and the type of position available. Once the interview committee has been established an interview schedule will be developed for first, second (if needed), and third (if needed) interviews. The supervisor/principal will create Interview questions and a position rubric to be given to each member of the interview committee.

6. Just before the first round of interviews the interview committee should meet to develop a vision and description of the position being filled as well as the characteristics of the candidates they are looking for to fill the position, then they should review the interview questions, the position rubric, and the original cover letters, resumes, and credentials for all applicants being interviewed. (Use the originals, No copying of materials)

7. First interviews will be conducted with all applicants the supervisor/principal has chosen to interview. These interviews will last 30-60 minutes depending on the number of applicants and the type of position available. Example: Teaching position: we should be interviewing about 12 candidates for about 45-60 minutes each.

8. Second interviews will be conducted if needed for about one third of the applicants that were interviewed. These interviews will last 60 -90 minutes depending on the number of applicants and the type of position available. Example: Teaching position: we should be holding second interviews for about 4 candidates for about 70-90 minutes each.

9. At this time the committee should decide on the final two candidates they wish to interview for a third time if needed. The supervisor/principal should then contact references and others who can share information on the applicant.

10. Third interviews will be conducted if needed by the interview committee with the final two candidates. These interviews will last 30-45 minutes depending on how close the applicants are to each other. Specifics about the candidate and the job, as well as talking about what the references had to say should be the focus of this interview. After each candidate is finished with their interview with the committee they will meet with the superintendent for a short five question interview and light conversation.

11. After the interviews are complete the committee will make its recommendation, and the supervisor/principal will meet with the superintendent. The superintendent and the principal will write their recommendation on a piece of paper and exchange them. If the recommendations match the meeting is over. If they don't match the supervisor/principal will share the committee's input and sell the superintendent on their recommendation. This is not micro management, it is a way to make sure the superintendent knows the person being recommended to the Board of Education, and can answer any questions that might be asked by the Board.

12. Once the process is complete and we have made our final recommendation to the Board of Education, the job posting file will be turned into the central office where it will be kept for one year. The file will be organized with the posting on top and the resumes and credentials in the order the candidates finished following

This might seem like a lengthy process, but if you want to ensure the hiring of quality people you need to have a game plan for success, or you end up questioning your decisions each year. This is process driven it is up to the supervisor/principal and the superintendent to make sure the process becomes candidate driven.