

Recruitment, Interviewing, and Employment Interview

Indicator 6.1

AH Student

Contact Person: Mary (Human Resources)

District: ABC County Schools

Date of Interview: March 9, 20**

1. What are the steps of employment from the application to the school board approval?

- a. *Mary* : “All applicants must complete the Teach in Alabama on line application found on the ALSDE.edu website; the application serves all 136 public school systems in the state of Alabama. When the applicant has completed the application and is ready to search for a position, they can go to the system posting site or to the state posting site. The state posting site is accessed through the Teach in Alabama webpage. The applicant can view positions in all 136 systems or limit themselves to specific systems. When a posting shows a position of interest, the applicant simply clicks on that position so that the employing school administrator in ABC County is notified of that interest. Prior to being interviewed at a school, ABC County requires prospective candidates to undergo a Preliminary Interview Screening either at their College Career Fair (new this spring) or at the ABC County Instructional Services Center.

The purpose is to complete the Central Office interview required of each candidate to be employed as well as to assist the administrators in selecting the prime candidates for their interview sessions. Many of our positions have at least 100 applicants and in the elementary school grades we have seen as many as 700 applicants for one position. The administrator reviews checks to see if the candidates who have responded to the posting have completed the Preliminary Interview through their Teach in Alabama log in site. Administrators invite those persons who are professionally qualified as well as who are able to fill duties that are additional to the academic day. Administrators interview at least three candidates, have the best candidates complete the writing sample, reflect on the information learned from the interview, call references of previous employers and then offer the position to the person of choice. The administrator then begins the on line transaction process; collects all the required information from the person (Social Security card, Driver's License, background check through ALSDE; etc. The candidate is presented to the ABC County School Board for employment to be finalized. The candidate then participates in either an online orientation or at the beginning of the school year a whole group process.”

2. Does the school system use a standard set of interview questions?

- a. *Mary*: “There is a list of interview questions for interviewers to choose for the Preliminary Interview Screenings. There is also a set of 15 different writing prompts available. Administrators do not have a scripted list of questions from Central Office. They create their own according to the needs of both the position and the school. Each administrator is required to retain all interview data for two years after the person's employment date.”

3. Does the system use a rating scale for scoring interviews?

- a. *Mary*: “The Preliminary Interview process has a rating scale. Administrators are trained to understand the parameters of that scale.”

4. What is the purpose of the preliminary interviews?

- a. *Mary*: “The Preliminary Interview process allows the administrator select those applicants who were deemed the best in a content area. If one has 100-700 applicants for a position, they are to employ a screening process so the preliminary data allows them to filter rapidly in most circumstances.”