Interview and Selection Process for Classified Personnel

San Diego Unified School District is dedicated to hiring the best qualified candidates available. The district is committed to equal employment opportunities for all persons.

Purpose of the Hiring Interview
The purpose of the interview is to provide a professional, equitable, and unbiased interview and selection process. The integrity of the interview team must be based on the highest ethical standards of the education profession.

Confidentiality Agreement
Members of the interview team must sign a confidentiality agreement. Candidate names, applications, and letters of reference are confidential. Interview questions, ratings, or impressions of the interview teams are also confidential. The interview team should not discuss names of candidates or any other information associated with the interview process. The interview team must agree to support the district’s fair and equal hiring and promotional practices. If a member of the team believes it is not possible to be objective, that member should excuse himself or herself from the process.

Interview Team
- The hiring manager should establish an interview team and must review the interview and selection process with team members. Suggestions for selecting team members are as follows:
  - Not less than two (2) members on each interview team.
  - Variety of age, gender, and ethnicity on each interview team.
  - Include an employee in a similar position on the interview team.

Scheduling Interviews
The hiring manager or designee contacts candidates to schedule interviews.

Prior to the Interview
Interview team members will review the job description (available on the Job Description Page of the district’s website, site-specific criteria, test scores and rankings of candidates (if available).

The hiring manager will provide a set of structured interview questions for review, using a format where the candidate does most of the talking by using open-ended questions rather than ones that solicit a “yes” or “no” response. Questions must be related to the job and/or the candidate’s qualifications.

Do not ask questions regarding race, religion, age, sexual orientation, national origin, disabilities, family/marital status, child care arrangements, residence proximity, or personal/private matters.

The Interview
- Advise the candidate of the time allowed and the number of questions to be asked. Stay within the allotted time for the interview.
- Members of the interview team should give candidates their undivided attention during the interview process and provide a relaxed and friendly atmosphere.
- Questions must be asked as they are written so that modifications will not lead to an unfair advantage.
- Clarification questions are appropriate, but probing questions which might influence answers are not appropriate.
- Rating of candidates’ knowledge, skills, and abilities to perform the job must be based on the job description and site-specific criteria (if any). Personal bias should not enter into the evaluation.
- Interview team members may take notes during interviews regarding the knowledge, skills, and abilities of candidates for the position. All papers and notes must be given to the hiring manager for submission to Classified Recruitment.
- The interview rating sheets should be completed independently. At the end of the interview, the interview team may discuss the candidates and the recommendation for selection. Such discussion shall be confidential and shall not be repeated or shared outside the interview team.
- The interview team members should be prepared to answer candidate’s questions about the district, the site, and the position.
- Questions asked by candidates related to salary, scoring, comparison of candidates, and terms and conditions of employment should be referred to the Classification and Recruitment Unit.
- If needed, individuals protected by the Americans with Disabilities Act (ADA) may request an accommodation. If you have questions regarding ADA requests please contact your Personnel Analyst for more information.

Reference Checks
After a selection has been made by the interview team, the hiring manager is strongly encouraged to check references and complete the Reference Check form for submission to Classified Recruitment. For candidates who are current district employees, the hiring manager is highly encouraged to view the official district personnel file located in Human Resources.

Completion of Interview Process
As the hiring manager, contact the final candidate to make the verbal offer of employment. ALL offers of employment or advancement are contingent upon PAR approval by HR.

After the hiring manager makes the verbal offer of employment and the candidate accepts, the hiring manager must return the following Interview Materials to the Classification and Recruitment Unit, prior to the PAR being processed:

- Interview Team Report.
- Signed Confidentiality Agreements for candidates and interview panel members.
- Completed Interview Rating Sheets.
- Completed Applicant Reference Check form.
- Original eligible list with “outcome” of applicants contacted/interviewed [i.e. no show, interviewed, no response, no longer interested, offered position, etc.]

If the candidate is a current district employee, the hiring manager must contact the employee's current manager or supervisor to coordinate a start date (generally a two week notice is given). If the candidate works at a school site and the selection is made during the summer or when school is not in session, every effort should be made to contact the principal so that proper notification is given.

Once you have an accepted, conditional offer, you can then submit the Hire / Assignment Change PAR for the person selected. Do NOT have the employee start in the position until it is approved by HR.

Candidates Not Selected
The hiring manager must contact unsuccessful candidates. If you need assistance with an email template, please contact the Personnel Analyst assigned to your site and department.