**Interview/Hiring Reflection**

**PART 1**

*Instructions: Respond to the questions below to take stock of your organization’s current interview and hiring practices.*

1. **Does your organization follow best practices with its job descriptions? (Select all that apply.)**

* Most of our job descriptions have been updated in the past 2 years.
* We review each job descriptions every time we post a position, updating it as necessary.
* We review our job descriptions on a regular basis (i.e. annually, every 2 years, every 3 years) to ensure they are all up-to-date.
* We involve our hiring managers in the process of updating job descriptions.
* We speak to employees currently holding the position when we update our job descriptions, asking them for input on their daily activities to make sure the job descriptions are accurate.
* When conducting exit surveys for employees leaving the organization, we ask them if they regularly engaged in any activity that they felt was outside the listed job duties in the job description for the position.

1. **Does your organization follow best practices when screening candidates? (Select all that apply.)**

* We have a set process for screening candidates by reviewing each candidate’s application to determine whether they meet the minimum requirements listed in the job description for the position.
* Our screening criteria are supported by research and allow us to screen for an applicant’s competency and fit for a position.
* We have a set process for determining how much weight should be given to any preferred qualifications for each position.
* We apply our screening criteria consistently across applicants for a position.
* We apply our screening criteria consistently for every position we receive applications for.
* We utilize processes to minimize and/or alleviate potential bias during the screening process (i.e. blind resume / application viewing).

1. **Does your organization follow best practices when interviewing candidates? (Select all that apply.)**

* For each position, we use an interview panel that consists of 3 or more interviewers.
* For some positions, we use multiple rounds of interviews (such as a phone interview followed by an in-person round of interviews, or multiple in-person interviews).
* We ensure that our interview panel for each position is diverse and comfortable engaging cross-culturally.
* We provide our interview panel members with training that covers bias (what it is, and how to avoid it during the interview process) and legally-permissible interview questions before they sit on a panel.
* We develop interview questions specifically tied to each position, to ensure the questions being asked are relevant for the position.
* We allow our candidates to ask clarifying questions during the interview process.
* We establish a clear rubric for each interview question, containing scoring criteria that allows the interview panel to score each candidate’s response to each question.
* We provide our interview panel with the ability to score the candidate’s response to each question immediately after the candidate responds, instead of waiting until the end of the interview or until a later time.
* We utilize a performance task as part of the interview process for some positions.

**PART 2**

*Instructions: Now that you’ve responded to the above questions, turn to a neighbor and talk about your responses. What are some areas your district/organization does well? What are some areas you think your district/organization could improve on? Feel free to write your notes below.*