

POLICY

SOMERSET COUNTY
BOARD OF EDUCATION

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Subject: Employment Practices Interview Fairness	Date Approved: May 25, 1999 October 17, 2006 May 26, 2009 March 16, 2010 Date Revised: September 19, 2006 March 17, 2009 February 16, 2010 Date Effective: July 1, 1999 October 17, 2006 May 26, 2009 March 16, 2010

1. PURPOSE

The purpose of this policy is to establish a fair and structured interview process.

2. PROCEDURE

- A. Statement of Interview Fairness - The Board of Education of Somerset County is an equal opportunity employer and does not discriminate in its employment practices and policies without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status, as a covered veteran in accordance with applicable federal, state and local laws. Each applicant will be treated fairly. The screening and interviewing process shall provide fair consideration for each applicant with the same standards applied.
- B. Employment Decisions - To ensure fair treatment for each applicant, Somerset County Department of Human Resources has a structured screening and interviewing process which adhere to certain standards for the selection of all personnel. Employment decisions shall be made based on ratings which are supported by data from the following criteria:
 - (1) Professional Staff
 - (a) Interview Questions
 - (b) Academic Preparation
 - (c) Knowledge of Teaching and Subject
 - (d) Leadership Qualities/interpersonal skills
 - (e) Certification
 - (f) NTE or Praxis Series Tests
 - (g) Overall Rating of Employee
 - (h) Background investigation/reference checks
 - (i) Job related experience
 - (2) Support Staff

- (a) Interview Questions
- (b) Job Knowledge
- (c) Licensure/certifications
- (d) Job Performance
- (e) Educational background
- (f) Work Habits (attendance, promptness, etc.)
- (g) Ability to Work with Others
- (h) Leadership Qualities
- (i) Work Experience
- (j) Overall Rating of Employee
- (k) Background investigation/reference checks

C. Structure of Interview Committees *

- (1) Administrative and Supervisory Staff - Interview Committees may consist of at least five members. The Committee may consist of the Human Resources Director or designee, Building Principal, Instructional Supervisor, Superintendent's designee, retired administrator or supervisor, or member of the community. The Committee may submit a list of two to three names to the Superintendent from which he/she may choose one for recommendation to the Board.
- (2) Teachers and Itinerant Staff - Interview Committees may consist of at least five members who may be selected by the Human Resources Director and/or Superintendent of Schools. The members may be the Human Resources Director or designee, Building Principal(s), Instructional Supervisor(s), a content area teacher, retired educator, member of the community and a specialist (e.g., reading coach, special education staff, guidance counselor, Instructional facilitator, etc.)
- (3) Instructional Assistant - Interview Committees may consist of at least five members who may be selected by the Human Resources Director, and/or the Superintendent of Schools. The members may be the Human Resources Director or designee, Building Principal(s), Instructional Supervisor(s), Elementary/Secondary Education Supervisor, Teacher/Specialist, retired educator, and a member of the community.
- (4) Custodial, FNS, Maintenance, Office Associates - Interview Committees may consist of at least five members. The members may be the Building Principal, Human Resources Director or designee, Transportation and Facilities Director, Finance Director and/or Supervisor, two related employees from the specific job classification, retired classified employees, and a member of the community.
- (5) Non-Certificated Exempt Professional Staff – Interview committee may consist of at least five members. They may be the area supervisor, HR Director, Finance Director or Technology Director or Transportation & Facilities Director, a building principal and, other Supervisor, retired classified employee and a member of the community.

* The Superintendent may alter the composition of interview committees as needed. Every attempt will be made by the Human Resources Department to include at least one minority staff member on each interview committee.