

Topic	Unacceptable	Acceptable
Reliability	Number of Children	What hours and days can you work?
Age	How old are you?	Are you over the age of 18 - if needed for position
	When were you born?	None
Attendance	Who is going to baby-sit?	Are there specific times that you cannot work?
	Do you have pre-school age children at home?	Do you have responsibilities other than work that will interfere with specific job requirements such as traveling?
	Do you have a car?	Do you have reliable transportation
Citizenship	What is your national origin?	Are you legally eligible for Employment in the United States
	Where are your parents from?	None
	What is your maiden name?	Have you worked or been educated under a different name
Reference checking	What is your father's surname?	None
	What are the names of your relatives?	None
Arrest & Conviction	Have you ever been arrested?	Have you ever been convicted of a crime? If so, when, where and what was the disposition of the case?
Disabilities	Do you have any job disabilities?	Can you perform the duties of the job you are applying for?
Emergency	What is the name and address of the relative to be notified in case of an emergency?	Can request only after the individual has been hired
Credit Record	Do you own your own home?	None
	Have your wages ever been garnished?	Credit references may be used if in compliance with the Fair Credit Reporting Act
	Have you ever declared bankruptcy?	None
Military Record	What type of discharge did you receive?	What type of education, training, work experience did you receive while in the military?
Language	What is your native language? Inquiry into how applicant acquired ability to read, write or speak a foreign language	Inquiry into languages applicant speaks and writes fluently (if job requires additional language)
Organizations	List all clubs, societies and lodges to which you belong.	Inquiry into applicant's membership in organization which the applicant considers relevant to his or her ability to perform job.
Race or Color	Complexion or color of skin.	None
	What is your race?	None
	Where were you born?	None
	Are you bi-cultural?	Do you have experience working with cultures other than your own
Worker's Comp	Have you ever filed for worker's compensation?	None
	Have you had any prior work injuries?	None
Religion or Creed	Inquiry into applicant's religious denomination, religious affiliations, church, parish, pastor or religious holidays observed.	None
Gender	Do you wish to be addressed as Mr.? Mrs.? Miss? Or Ms?	None
Sexual Preference	What is your sexual preference?	None
Addresses	What was your previous address?	None
	How long did you reside there?	None
	How long have you lived at your current address?	None
	Do you own your own home?	None
Education	When did you graduate from High School?	Do you have a high school diploma or equivalent?
	When did you graduate from College?	Do you have a college degree?
Personal	What color are your eyes, hair?	Only permissible if there is a bona fide occupational qualification
	What is your weight?	



CONFIDENTIALITY AND ETHICS

The issues of confidentiality and ethics are extremely important when taking part in selection of new staff. Each member of the Interview Team must make the commitment to have the process remain strictly confidential. The following issues are not for public dissemination:

- Documents developed
- Statements made by the team or applicant
- Deliberations
- Impressions
- Opinions
- Ranking

It is our obligation to protect the rights and preserve the self-respect of the candidate.

The only people authorized to give information are the administrator and his/her designee. Only certain data will be shared and then only to the specific candidate. **YOU MAY BE PRESSURED** by co-workers or community members to share information about finalists, the process, etc. You **MAY NOT RESPOND** to those questions, other than to affirm that we are proceeding as planned and hope to be finished soon. If someone is insistent, refer him/her to the accountable administrator.

All materials will be collected and filed. Remember this is a professional process.

Confidentiality is the obligation of the team, not the candidate.

Position Hired: _____ ***Date:*** _____

I agree to observe the confidentiality and ethics statement above.

Signatures of Interview Team:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



Interview and Selection Checklist

The following steps should be followed by Administrators responsible for interviewing and recommending applicants for employment for positions in the Wenatchee School District. The Administrator responsible for the position being advertised should check off each of the steps completed and send a copy of the complete checklist and requested documentation to the Human Resource Office at the end of the selection process.

Steps:

1. The Administrator has contacted the Human Resource Office to:
 - a. Submit a completed employment requisition with account codes for position.
 - b. Request advertisement for the position the Human Resource office.
 - c. Discuss opening and closing dates for applications
 - d. Evaluate and change job description as necessary to insure that all necessary jobs related qualifications or duties for the position are included.

Completed () Not Completed ()

2. The Administrator has meet with the committee to review the interview process and developed appropriate/legal questions for the interview. Develop the rating matrix that will be used for evaluating each interviewed candidate.

Completed () Not Completed ()

3. Screening of applicants has been completed to determine on the basis of information provided, which candidates meet the qualifications stated on the job description and should be interviewed. Review of contract information regarding seniority and interviewing rights of the position.

Completed () Not Completed ()

4. The Administrator completes reference checks on the final candidate(s).

Completed () Not Completed ()

5. The Administrator makes recommendation to the Assistant Superintendent of Human Resources or Director of Human Resources, and with their approval offered the position.

Completed () Not Completed ()

6. The Administrator completed a payroll action form and submits the form with all the interview notes and applicant files to the Human Resource Department.

Completed () Not Completed ()



PRE-EMPLOYMENT REFERENCE CHECK FORM

APPLICANT: _____

POSITION: _____

COMPANY CONTACTED: _____

PHONE: _____

PERSON CONTACTED: _____

TITLE: _____

What was your employment relationship with the applicant? _____

How long did you supervise (work with) this person? _____

What were the applicant's job title and duties? _____

How would you compare him/her with others doing the work? _____

Strong points _____

If I were going to be this person's supervisor, what advice would you have for me to maximize his or her performance on the job? _____

Supervisory ability _____

Describe how he/she got along with people _____

Attendance/punctuality _____

Did this person exhibit any common personality traits that interfered with work performance? _____

Examples: _____

Reason for leaving _____

Would you re-hire? _____

Additional Comments _____

Checkers Comments _____

Reference checked by: _____

Date: _____