



EL PASO INDEPENDENT  
SCHOOL DISTRICT

*Human Resources Department*

All “Bid” positions are interviewed through the HR Interview System.

The time for each interview must be consistent. Select a timekeeper who will signal the candidate when there are two minutes left.

The committee chair will collect the forms of “non-bid” positions and maintain for two years from the creation (or receipt) of the record for the personnel action involved.

**For all interviews, please read the following statements before the interviews begin:**

1. The committee must review “Interviewing and the Law” before the interviews begin. (**“Interviewing and the Law” tab in the HR Interview System.**)
2. Each committee member is to complete the “Committee Member Questionnaire” before the interviews begin. (**“Acknowledge Relationships” tab in the HR Interview System.**)
3. Any notes taken will be collected with all other forms. Keep your notes to “scripted” types of statements and do not include opinions or references to the physical characteristics of the person. (**“Portal Home” tab in the HR Interview System**)
4. All interview sessions are confidential. A breach of confidentiality could result in invalidating the interview. Do not share any information regarding the interview with anyone.
5. Give your undivided attention to the candidate during the interview. Turn cell phones off or place on silent during the interviews. Do not text message or take a call during interviews.
6. You may not add to the questions once the interviews begin, but you may ask the candidate to clarify any acronym that is not familiar.
7. Any questions during the actual interview must be addressed to the HR Representative or Committee Lead for approval prior to addressing the candidate.
8. Make the candidate feel comfortable. The goal is to find out what a person knows. Make eye contact: show interest; smile.
9. Always introduce yourself to the candidate and make sure to tell them the position/role you represent on the committee.
10. If you are the direct supervisor for the position being interviewed, be sure to state that when you introduce yourself.
11. The supervisor will review the expectations of the role and assigned pre-work, if applicable.
12. If the candidate wants to provide additional written documents, let the candidate know that they will be turned in to HR and not returned.



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13. If the candidate provides a portfolio or something they want back, review it during the interview. Discreetly pass it on to all committee members.
14. There should be no sidebar discussion during or between the interviews.
15. Committee members should arrange and finalize their ranking prior to any discussions.
16. Once rankings are finalized, keep comments professional during the top 2 debrief, focusing on the interview, resume, letters of recommendation and/or portfolio. Sharing during the debrief is optional for committee members.