

HR Interview System

2/17/2022

Human Resources

EL PASO INDEPENDENT
SCHOOL DISTRICT



HR Interview System- Phase 1

- New 100% Paperless System
 - Saves trees and time (OKR objectives)
 - Streamlines the process
 - Minimizes mistakes
 - Saves in the Cloud
 - Updates as needed



For ALL positions

Except Teachers and
Paraprofessionals



Interview Packet Screening

HR Directors

- Nurse
- Counselor
- Librarian
- Asst. and Head Custodians

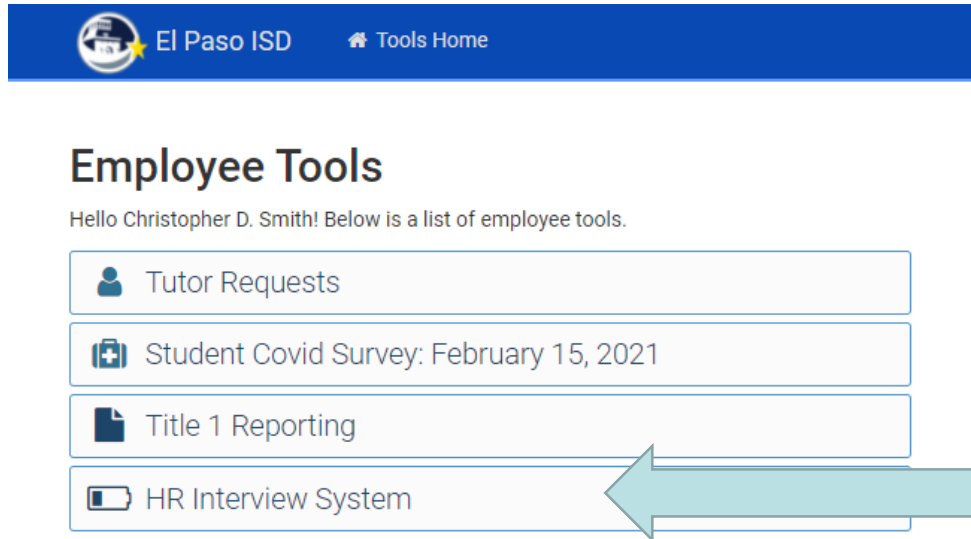
Campus Supervisors

- Hourly
- Custodians



HR Interview System

- tools.episd.org



The screenshot shows the 'Tools Home' page for El Paso ISD. At the top, there is a blue navigation bar with the El Paso ISD logo and a 'Tools Home' link. Below the navigation bar, the page is titled 'Employee Tools'. A personalized greeting reads: 'Hello Christopher D. Smith! Below is a list of employee tools.' There are four tool cards listed: 'Tutor Requests' (with a person icon), 'Student Covid Survey: February 15, 2021' (with a plus-in-square icon), 'Title 1 Reporting' (with a document icon), and 'HR Interview System' (with a tablet icon). A large, light blue arrow points from the right side of the page towards the 'HR Interview System' card.



HR Interview System



El Paso ISD

[Tools Home](#)

Signed in as Christopher D. Smith [Sign](#)

HR Interview System

[Home](#)

[Work with Interviews](#)

[Instructions](#)

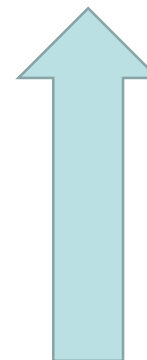
Interviews - Main

[Add New Interview](#)

[Update Existing Interview](#)

[View Former Interviews](#)

[HR Admin Interviews](#)



HR Interview System



El Paso ISD

Tools Home

Signed in as Christopher D. Smith [Sign](#)

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Interviews - Main

Add New Interview

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HR Interview System



El Paso ISD

Tools Home

Signed in as Christopher D. Smith

Sign Out

HR Interview System

Home

Work with Interviews

Instructions

Add New Interview (Those in red have NO applicants on file at this time!)

Accelerating Schools Division (839)

Analytics (912A)

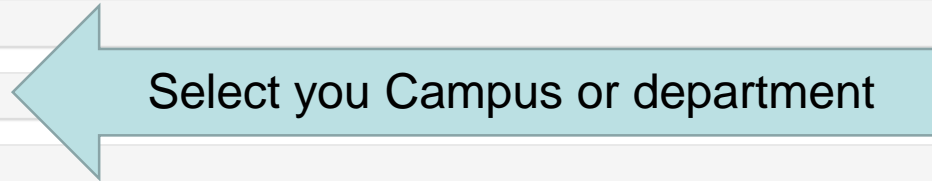
Armendariz Middle School (054)

Bowie High School (003)

Brown Middle School (056)

Burges High School (004)

Chapin High School (012)



HR Interview System

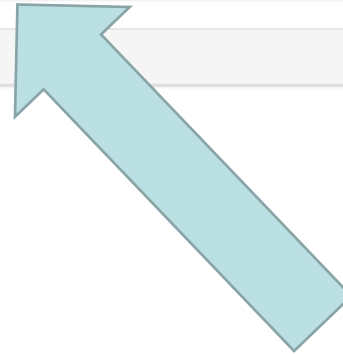
Analytics (912A)

Armendariz Middle School (054)

Bowie High School (003)

Posting ID: 1316 - Parent Engagement Liaison PT ** There are 5 applicants for this position.

Brown Middle School (056)



HR Interview System

HR Interview System

Home

Work with Interviews

Add New Interview Session For Posting ID: 932 -- External Funding Specialist for Org BEFM-External Funding (849)

Posting Information

Interview Details

Applicants

Save

Position Information

Posting ID:	932
Position Control #:	65227
Posting Start Date:	2021-09-30 00:00:00
Posting End Date:	2021-10-14 00:00:00
Posting Title:	External Funding Specialist
Posting Status:	Open
Posting Type:	Both
Posting Organization:	849 - BEFM-External Funding
Posting Location:	849 - BEFM-External Funding
Posting Location FTE:	100.00%



HR Interview System

HR Interview System

Home **Work with Interviews**

Add New Interview Session For Posting ID: 932 -- External Funding Specialist for Org BEFM-External Funding (849)

Posting Information **Interview Details** Applicants Save

Interview Details

Interview Date: <input type="text" value="Interview Date"/>	Interview Date - Day 2: <input type="text" value="Interview Date"/>
Interview Time Start: <input type="text" value="--:--"/> <input type="button" value="🕒"/> ✖	Interview Time End: <input type="text" value="--:--"/> <input type="button" value="🕒"/> ✖
Interview Status: <input type="text" value="scheduled"/>	Interview Location: <input type="text" value="Interview Location"/>
Special Instructions: <input type="text"/>	



HR Interview System

HR Interview System

Home

Work with Interviews

Add New Interview Session For Posting ID: 932 -- External Funding Specialist for Org BEFM-External Funding (849)

Posting Information

Interview Details

Applicants

Save

Interview Applicants

Select all applicants that will be interviewed.

	Applicant ID	Last Name	First Name	Current Position
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	External Applicant
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Secretary to Principal Elementary
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Elementary 2nd Grade
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Secretary to Executive Director

Continue



HR Interview System

HR Interview System

Home

Work with Interviews

Add New Interview Session For Posting ID: 932 -- External Funding Specialist for Org BEFM-External Funding (849)

Posting Information

Interview Details

Applicants

Save

Save and Continue on to Adding Committee Members

Select Save & Continue to generate applicants for interview session. You will then be taken to the committee work screen.

Select Cancel to discard this session.

Save & Continue

Cancel



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HR Interview System

Home

Work with Interviews

Interview Committee For Posting ID: 932 -- External Funding Specialist for Org BEFM-External Funding (849)

Interview ID: 376 -- 11/30/2021 at 10:00:

Interview Committee

Emp or Ext	Emp ID	Last Name	First Name	Description	Contact Phone	Contact Email	Committee Lead?	Voting Member?	HR Rep?
------------	--------	-----------	------------	-------------	---------------	---------------	-----------------	----------------	---------

Finalize Selection & Notify Committee

Add External Committee Member

Most Common Employees/Positions Selected for Interview Committees:

Show 10 entries

Employee ID	Last Name	First Name	Employee Details	e-mail	Work Phone	Select All That Apply	
1100555	Ana	Montes	Title: Assistant Principal MS 207 Location Code: 045 Location Name: Charles Middle School Gender: F Ethnicity: Hispanic	ammontes@episd.org	915-236-6568	<input type="checkbox"/> Committee Lead? <input checked="" type="checkbox"/> Voting Member? <input type="checkbox"/> HR Rep?	Add to Committee



HR Interview System



External Committee

Complete the following fields to add an external committee member.

First Name:

Last Name:

Email:
✘

Phone Number:

Gender:

- Male
- Female

Ethnicity:

- American Indian or Alaskan Native
- Asian or Pacific Islander
- Black, not of Hispanic origin
- Hispanic
- White, not of Hispanic origin



HR Interview System

HR Interview System

Home [Work with Interviews](#)

Interview Committee For Posting ID: 932 -- External Funding Specialist for Org BEFM-External Funding (849)

Interview ID: 376 -- 11/30/2021 at 10:00:

Interview Committee

	Emp or Ext	Emp ID	Last Name	First Name	Description	Contact Phone	Contact Email	Committee Lead?	Voting Member?	HR Rep?
Remove	emp			Michael	Programmer/Analyst Sr Web	915-230-2662	mdjeffri@episd.org	Yes	Yes	
Remove	emp	1107268	Bauerkemper	Mercedes	Director Middle School Personnel & Recruiting	915-230-2019	mbauerke@episd.org			Yes
Remove	ext			Michael	External Member	123-456-7890			Yes	

[Finalize Selection & Notify Committee](#)

[Add External Committee Member](#)




HR Interview System

Committee Email Notification ✕

Are you sure you wish to continue? The committee selection will be finalized and individual emails will be sent with access codes. Click "Yes" to continue or "No" to make any changes.



HR Interview System



EL PASO
INDEPENDENT
SCHOOL DISTRICT

Dear Michael Jeffries,

You have been selected to serve as a committee member for the position: External Funding Specialist.

Please find the interview details below.

INTERVIEW DETAILS


Date: 11/30/2021	Time: 10:00:00 - 11:30:00
Location: External Funding Conference Room	Personal Access Code: NCVrOaMSkcFzEj

Instructions: Bring your district assigned laptop with you for the interview process.

[JOIN SESSION](#) ←

NON-DISCRIMINATION CLAUSE

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law.



[LEARN MORE](#)



HR Interview System

EPISD Human Resources Interview Portal

Welcome to the EPISD Human Resources Interview Portal where you will be participating in a paperless interview process to fill a required position.

Please enter the email and Interview Access Code for the Interview Committee you are trying to access:

e-mail Account:	<input type="text" value="e-mail Account"/>
Access Code:	<input type="text" value="Access Code"/>
<input type="button" value="Enter Interview Portal"/>	



HR Interview System

EPISD Human Resources Interview Portal

[Portal Home](#)[Interviewing and the Law](#)[Acknowledge Relationships](#)[Sign Out](#)[Instructions](#)

Interviews For Training Position 101

You need to acknowledge having viewed the *Interviewing and the Law* pamphlet before proceeding!

You need to acknowledge your relationship to the applicants before proceeding!



HR Interview System

EPISD Human Resources Interview Portal

Portal Home

Interviewing and the Law

Acknowledge Relationships

Sign Out

Instructions

Acknowledge That You Have Read and Understand the *Interviewing and the Law* pamphlet

[Click here to view the *Interviewing and the Law* pamphlet.](#)

I acknowledge that I have read the pamphlet.

Save Acknowledgement



HR Interview System

EPISD Human Resources Interview Portal

[Portal Home](#)[Interviewing and the Law](#)[Acknowledge Relationships](#)[Sign Out](#)[Instructions](#)

Applicants

Last Name	First Name	Description
Test101	Bob	External Applicant
Test101	Doe	External Applicant
Test101	Jane	External Applicant

Acknowledge Your Relationship with Applicants

Policy DAA and DIA, Equal Opportunity Employment, states, in part, that the District shall adhere to a policy of equal employment opportunities for all employees and applicants. On the basis of an individual's race, color, disability, religion, sex, national origin, age or genetic information, the District shall not fail or refuse to hire or discharge, nor shall it otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment, nor shall the District limit, segregate, or classify its employees, or applicants for employment in any way that would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect the individual's status as employee. Employee selection records as required by application procedures must be retained for 2 years from creation (or receipt) of the record or the personnel action involved.

To insure compliance with this policy, you are asked to answer the following questions before serving on the interview committee.

Have you ever directly supervised or evaluated any candidate listed?

Yes

No

If yes, please list the name of the candidate(s) and the dates supervised.



HR Interview System

Are you related to or have you ever been related to any candidate listed?

Yes

No

If yes, please list the name of and relationship to the candidate(s).

Do you have any relationship with any candidate(s) listed that would bias you either for or against them?

Yes

No

If yes, please explain.

The committee chair reviewed the document "Instructions to Interview Committee" before the interviews began.



HR Interview System

The committee chair reviewed the document "Instructions to Interview Committee" before the interviews began.

I had access to a copy of the "Interviewing and the Law" under the Acknowledge Rules tab to review before the interviews began.

I understand that the confidentiality of the selection process for this position is extremely important and that I am not to discuss candidate information, committee deliberations, ratings, recommendations or other information pertinent to the selection process with anyone either before or after the interview.

Please enter your name for verification.

I acknowledge that the above information is true.

Save Acknowledgement



HR Interview System

Interviews For Training Position 101

Applicant Pool for Interviews				
Last Name	First Name	Description	Interview Status	
Test101	Bob	External Applicant	Scheduled	View
Test101	Doe	External Applicant	Scheduled	View
Test101	Jane	External Applicant	Scheduled	View



HR Interview System

When finished with this applicant, use the Portal Home tab to return to the main screen.

Interview For:	101 - Training Position 101
Organization:	726 - Human Resources
Location:	726 - Human Resources
Applicant:	10101 - Test101, Bob
Current Position:	External Applicant
Interview Status:	Scheduled

NOTES:

Update Notes



HR Interview System

Portal Home

Interviewing and the Law

Acknowledge Relationships

Rank Candidates

Sign Out

Instructions

Rank Candidates

Sort the applicants into your preferred order, first being your top choice, down to the last one who didn't interview. Once you are certain of your decision, select the **Submit & Finalize** button.

The rankings will automatically save as you shuffle them around. You can freely go in and out of this tab until you feel confident in your decision. Only use the **Submit & Finalize** button after you are certain of your choices!

All applicants must be ranked!

1 Test101, Doe

2 Test101, Bob

Submit & Finalize



HR Interview System

- Only committee Leads have these following screens.



HR Interview System- Committee Lead Screen

Portal Home

Interviewing and the Law Acknowledge Relationships **Update Interviewee Statuses** Rank Candidates Summary Counts Sign Out Instructions



Interviews For Training Position 101

AT LEAST ONE PERSON HAS ANSWERED "Yes" TO THE RELATIONSHIP QUESTIONS!

[View Relationship Yes/No Answers](#)

Applicant Pool for Interviews				
Last Name	First Name	Description	Interview Status	
Test101	Bob	External Applicant	Interviewed	View
Test101	Doe	External Applicant	Interviewed	View
Test101	Jane	External Applicant	Declined	View



HR Interview System- Committee Lead Screen

Portal Home

Interviewing and the Law Acknowledge Relationships Update Interviews

Interviews For Training Position 101

AT LEAST ONE PERSON HAS ANSWERED "Yes"

View Relationship Yes/No Answers

Relationship Answers

Member Name	Has Supervised?	Is Related?	Has Relationship?
Crossley, Jill	Yes	No	No
Smith, Christopher	No	No	No

Applicant Pool for Interviews

Last Name	First Name	Description	Interviewed	View
Test101	Bob	External Applicant	Interviewed	View
Test101	Doe	External Applicant	Interviewed	View
Test101	Jane	External Applicant	Declined	View

Close



HR Interview System- Committee Lead Screen

Portal Home

Interviewing and the Law Acknowledge Relationships Update Interviewee Statuses Rank Candidates Summary Counts Sign Out Instructions

Update Statuses

Update the status of each applicant after they have either interviewed, declined, or no-showed.

If any of the interviewees are flagged as "Declined" or "No-Showed" make sure the other members refresh their lists to reflect the changes!

Applicant	Status
Test101, Bob	Interviewed
Test101, Doe	Declined
Test101, Jane	No-Showed



HR Interview System- Committee Lead Screen

Portal Home

Interviewing and the Law Acknowledge Relationships Update Interviewee Statuses Rank Candidates Summary Counts Sign Out Instructions

Rank Summaries

	Test101, Doe	Test101, Bob	Has Finalized?
Crossley, Jill	1	2	Yes
Smith, Christopher	1	2	No
Totals:	2	4	



Persons Not Factored Into The Calculations!

Reason	ID	Name	Description
Declined Interview	10102	Test101, Jane	External Applicant

You cannot submit the final results until ALL valid voting members have finalized their rankings!



HR Interview System- Committee Lead Screen

[Portal Home](#)[Interviewing and the Law](#)[Acknowledge Relationships](#)[Summary Counts](#)[References](#)[Sign Out](#)[Instructions](#)

Interviews For Training Position 101

This interview has been concluded!

If you are not the Interview Lead or the HR Rep, you will not be able to log back in after you Sign Out.



HR Interview System- Committee Lead Screen

[Portal Home](#)[Interviewing and the Law](#)[Acknowledge Relationships](#)[Summary Counts](#)[References](#)[Sign Out](#)[Instructions](#)

References

[Add New References](#)

Reference For:	<input type="text" value="Ranked 1 - Test101, Doe"/>
Name of Contact:	<input type="text" value="Tom Brady"/>
Position:	<input type="text" value="Retired"/>
Supervised Applicant?	<input type="text" value="Yes"/>
What position did applicant hold:	<input type="text" value="Coach"/>
Dates of employment correct?	<input type="text" value="Yes"/>
Job Performance:	<input type="text" value="Excellent"/>
Type of work performed:	<input type="text" value="Add comments"/>
Cooperative with co-workers?	<input type="text" value="Yes"/>
Attendance:	<input type="text" value="Excellent"/>
Punctuality:	<input type="text" value="Excellent"/>
Additional Notes:	<input type="text" value="Add comments"/>

[Add Reference Information](#)



HR Interview System- Committee Lead Screen

Portal Home Interviewing and the Law Acknowledge Relationships Summary Counts References Prep Letter Sign Out Instructions

References

Add New References



References on File

Reference for Applicant 1405 - Doe Test101
External Applicant - Requires at least THREE references!



HR Interview System- Committee Lead Screen

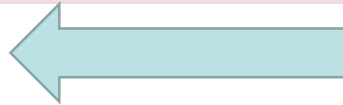
[Portal Home](#)[Interviewing and the Law](#)[Acknowledge Relationships](#)[Summary Counts](#)[References](#)[Prep Letter](#)[Sign Out](#)[Instructions](#)

Preparing the Letter

The letter has not been officially completed. Please fill in the following and submit to complete the preparation.

Please select the type of reference letter:

Standard Lowest Point Earner



Drop Down Options

Standard Lowest Point Earned

Not Lowest Point Earner

No Decision/No Choice!

Please select who to send this notice to:

Christopher Smith, Director High School Personnel & Recruiting

Were there special criterion that was used for this interview?

Please enter your full name as an electronic signature:

Please enter your contact info to appear on the letter (Phone number preferred):



HR Interview System- Committee Lead Screen

[Portal Home](#)[Interviewing and the Law](#)[Acknowledge Relationships](#)[Summary Counts](#)[References](#)[Sign Out](#)[Instructions](#)

TO: Irma Pirtle, Ex Dir Talent Acquisition & Personnel Administration
FROM: Christopher Smith
SUBJECT: Posting 101 - Training Position 101
DATE: 02/14/2022

The interviews for the Training Position 101, 726 - Human Resources, where held on 02/14/2022. The Interviewing Committee members were as follows:

Name	Department/Campus	Position	Gender	Ethnicity
Crossley, Jill	Human Resources	Director Elementary School Personnel & Recruiting	F	White
Smith, Christopher	Human Resources	Director High School Personnel & Recruiting	M	White

The following applicants were interviewed:

- Test101, Doe
- Test101, Bob

The following applicants declined the interview:

- Test101, Jane

We recommend Doe Test101, currently an external applicant for the position of Training Position 101 at Human Resources. All required documentation is attached.

If you have any questions, or need additional information, please contact me at 915-230-2032.



HR Interview System

- If you have questions, please reach out to your HR Director.

