

## **Interview Committee Process**

In an effort to ensure that our interview committees represent a diverse background and experience, please adhere to the following requirements when conducting interviews:

1. Committees should be composed of at least three members.
2. At least one member should be of a diverse race and background.
3. Use of standardized questions will be used in conjunction with specific assignment questions.
4. All committee members note's and scoring sheets must be uploaded when the applicant selection is made.
5. Staff from the Human Resource's department will review all instructional recommendations for hire to ensure adherence to the Interview Committee Process.