



African American Achievement Plan Evidence of Progress Monitoring

School District of Indian River County
#SDIRCStrongerTogether

Date: 9/21/2020

School/Department: Human Capital & Operations

**Action Step
(number and
description):**

4.7 Hiring administrators will organize a diverse committee to interview, whenever possible, a diverse pool of applicants, while utilizing the hiring protocol of universal applications, structured interviewing by individuals in the District office, and interviewing by individual school principals and/or members of the School Improvement Team.

**Evidence of Progress
Monitoring
(Please include
narrative/description
of the action taken.
Where applicable,
please include all
measurable data.)**

Current Indian River County hiring practices require that a diverse committee be created when possible to interview eligible applicants. The Director of Human Resources oversees the makeup of these committees and of those interviewed to ensure a diverse pool of applicants.

**Results of Action
Taken:**

All hiring administrators must complete all required documents which show a list of applicants interviewed, the race and number of applicants who applied, and the scoring sheets and interview questions used for each vacancy.

Reflection:

The Department of HR and Recruitment and Retention will continue to monitor the makeup of the interview committees to ensure equitable practices are in place.

INTERVIEW SUMMARY SHEET

INSTRUCTIONS: This form is to be completed by the interviewer(s) and submitted to Personnel for retention in the official applicant file after the interviews are complete. The absence of this form may delay the appointment process. **ALL RECOMMENDATIONS MUST BE ACCOMPANIED BY A COPY OF THIS FORM.**

Position Interviewed:

NAME(S) OF APPLICANTS:

The candidate selected, _____, was rated higher than other applicants interviewed in the following areas (please check where appropriate).

___Qualifications___Poise/Personality___Prior Experience___Availability

Other factors (explain): _____

Comments: _____

Interviewer's Signature

Date

Vacancies

Categories Locations

[Administration](#) (3)

[Athletics/Activities](#) (9)

[Career & Adult Education](#) (6)

[Curriculum and Instruction](#) (5)

[Elementary School Teaching](#) (6)

[Exceptional Student Education](#) (4)

[Food Service](#) (2)

[High School Teaching](#) (3)

[Middle School Teaching](#) (7)

[Physical Plant/Custodial](#) (3)

[Secretarial/Clerical](#) (2)

[Student Support Services](#) (6)

[Student Teaching](#) (1)

[Substitute](#) (5)



Welcome!

To establish a complete pre-employment file, please complete the online application. Your application will be retained in active status for one school year. If your qualifications meet our needs, we will contact you for further information and a possible interview.

External Applicants



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Internal Applicants



[Internal applicants only.](#)

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