



## African American Achievement Plan Evidence of Progress Monitoring

School District of Indian River County  
#SDIRCStrongerTogether

**Date:** 10/21/2020

**School/Department:** Human Capital & Operations

**Action Step  
(number and  
description):** 4.8 Hiring administrators will interview, whenever possible, a diverse pool of applicants.

**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 pool of applicants be interviewed whenever possible. The Director of Human Resources oversees all hiring practices to ensure equitable practices.

**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 will continue to monitor the pool of applicants, invitations to interview, and offers for employment.

# INTERVIEW EVALUATION SHEET

(Ranking sheets for each applicant interviewed shall be submitted to Personnel for retention in the official applicant file upon completion of the interviews)

POSITION: \_\_\_\_\_

\_\_\_\_\_  
NAME OF INTERVIEWER

\_\_\_\_\_  
PERSON INTERVIEWED

Please rank each applicant, using a scale of 1-5 (5 being the highest).

- |    |  |     |
|----|--|-----|
| 1. | Practicing knowledge applicable to the position. | [ ] |
| 2. | Intellect applicable to the position.            | [ ] |
| 3. | Ability to work with others                      | [ ] |
| 4. | Prepared to do the job.                          | [ ] |

Rank 5 if you want this individual and think they are the best candidate for the position.

Rank 4 if you could work with the applicant.

Rank 3 if you feel the person is qualified to do the job, but not with you.

Rank 2 if the person is not ready but has potential.

Rank 1 if, in your opinion, this person is not qualified for this particular position.

## **INFORMATION SHEET FOR CONDUCTING PERSONNEL SELECTION INTERVIEWS - INDIAN RIVER COUNTY SCHOOL DISTRICT**

It is important that all interviewers have the same basic opportunities in an interview although the director/administrator/supervisor usually leads the interviews and actually signs off on the recommended choice for hiring. *All interviews will be conducted by a minimum of two interviewers.* All qualified applicants being granted an interview must be given equal consideration without regard to race, color, religion, age, gender, national origin, or disability. Avoid making any comments during the interviews that might infer the pre-selection of the interviewee or any other individual to the position being filled.

The following materials and information should be available prior to the interviews: (If information is not in your interview folder, please check with Personnel or download from the District web site). **DO NOT START THE INTERVIEW WITHOUT ALL THE PROPER INFORMATION NEEDED.**

1. INTERVIEW SHEET - to be completed by the Director/Administrator/Supervisor. This is the sheet used to record the recommended choice for hiring. It is to be submitted to Personnel and after processing, is retained as a matter of official record. Note: To facilitate the hiring process, selection notices may be e-mailed to Personnel but the e-mail(s) do not replace the Interview Sheet or the Interview Evaluation Sheets. These documents must be completed and forwarded to Personnel for the official file.
2. INTERVIEW EVALUATION SHEET - to be completed on each applicant, tallied, and given to the Director/Administrator/Supervisor after the final interview. Evaluation sheets are used to arrive at the final recommendation(s) on the Interview Sheet and are to be submitted to Personnel for retention in an official applicant file. These sheets are a matter of record and any written comments or annotations should be relevant to the employee's scoring.
3. APPLICATION - Each interviewee's application or letter of intent should be in the Director/Administrator/Supervisor's Folder. Applications and supporting documents may be downloaded from WinOcular, the online applicant system.
4. COPY OF JOB DESCRIPTION / SALARY INFORMATION - This information may be downloaded from the District web site. Access is via the Employment Opportunities link on the main menu. Contact Personnel if assistance is needed.

**RECOMMENDATION** - Each member of the interview team shall share with the Director/Administrator/Supervisor his or her findings. If there is disagreement as to the final recommendation, this should be noted on the interview sheet. Recommend the top two or three candidates be noted in their order of ranking. That way, if the recommended first choice declines, Personnel can offer the position to the next individual if so requested.

**NO JOB OFFER IS TO BE MADE TO AN APPLICANT BY THE INTERVIEW TEAM MEMBERS. JOB OFFERS ARE ONLY MADE THROUGH PERSONNEL AFTER ALL REFERENCE AND BACKGROUND CHECKS ARE COMPLETED.**

---

Administrator/Director/Supervisor's Signature

---

Date

# 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