

**SUBJECT: PROCEDURES FOR CONDUCTING
INTERVIEWS FOR ASPT & TSP
POSITIONS**

GENERAL:

The purpose of this bulletin is to outline the procedures for conducting interviews for Administrative, Supervisory, Professional & Technical (ASPT) and Technical Support Professional (TSP) vacancies.

A. PROCEDURES BEFORE THE INTERVIEW

1. The Human Resources Designee on the Interview Panel must:
 - a. Provide the receptionist an interview schedule, the candidate packets, and the survey material.
 - b. Decide whether to rotate the interview questions among the panel members or if one panel member will ask them all.
 - c. Determine who will greet the candidate and bring them to the interview area.
 - d. Tape the sheet of interview questions to the table where the candidate will be seated.

B. PROCEDURES DURING THE INTERVIEW

1. The panel members must:
 - a. Use only the interview questions accompanying the packet without any additional probing questions.
 - b. Ask each question in the same manner to all candidates giving each candidate the same time to respond.
 - c. Score each candidate on his/her response to each question using the following chart:
 - 1) 5=Much more than competent/professional level
 - 2) 4=More than competent/professional level
 - 3) 3=Competent/Professional level
 - 4) 2=Less than competent/professional level
 - 5) 1=Much less than competent/professional level
 - d. Record each score as a whole number. Do not use "+", "-", or fractions.
 - e. Score each candidate's responses objectively and independently of the other panel members.
 - f. Complete scoring on a candidate before proceeding to the next interview.
 - g. Remain neutral. Candidates are not to be told "they have the job".
 - h. Write only notes/comments that relate directly to the candidate's responses. (Records will be available for review by the candidates and/or the general public under Florida Sunshine Law.)

C. PROCEDURES FOR AFTER THE INTERVIEWS

1. The Interview Panel should:

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- a. Total each candidate's score, add them together, and record the score on the Behavioral Consensus Form.
- b. List the top three (3) scoring candidates on the Committee Recommendations Form.
- c. Complete each candidate's current position and place of employment.
- d. Sign the Committee Recommendations Form upon panel consensus (all members must sign).
- e. Be in agreement on the selected candidate (reach consensus).
- f. Hiring manager signs and checks the appropriate item on the Interview Consensus Status Form.
- g. If consensus is not reached, the supervisor of the position indicates on the Interview Status Form whether Non-Instructional Staffing should re-advertise, keep the candidate pool open, close the candidate pool, etc.
- h. Make sure the survey materials are outside the sealed envelope.
- i. Return all materials to Non-Instructional Staffing.
- j. Panel members must refer all calls from candidates regarding the interview/position status to the Non-Instructional Staffing Department
- k. Non-Instructional Staffing answers questions candidates may have, and conducts reference checks.
- l. Non-Instructional Staffing coordinate the notification of the recommended candidate.