

*Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.*

Policy No.: 3-8

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## **Interview Process**

**OVERVIEW:** This policy describes the hiring interview process.

**SCOPE:** This policy applies to all hiring interviews conducted except those for Executive Service positions.

### **PROVISIONS:**

1. **Interview Process.** Interviews may be conducted by the hiring supervisor or by a selection committee. When using a selection committee, a member of the committee must attend all interviews in order to provide input to the hiring supervisor.
2. All interview and simulation materials to be used by the department shall be approved in advance by the department director or designee and/or the Human Resources Office.
  - a. A single list of questions and simulation materials must be developed prior to the interviews, and be asked to all interviewed applicants. Additional questions may be asked to clarify answers or to address entries on the application.
  - b. The interview questions must be job-related and seek information regarding the applicant's job-related qualifications.
3. **Applicant Screening.** Departments may interview all qualified applicants or may reduce the applicant pool by screening the applications according to job-related criteria.
  - a. The screening process requires consistent application of screening criteria, without regard to race, color, religion, age, marital status, sex, national origin, disability, sexual orientation, gender identity or expression, political affiliation, or other information that is not job-related.
  - b. The result of each step of the process - screening criteria, written assessment, oral interview, etc. - will be documented for each applicant in the electronic hiring system. If the applicant does not meet the hiring manager's expectations at each step, (s)he will remain at that step while the successful applicants advance to the next step in the process.

4. **Reference Checks.** Reference Checks should be the final interview step and should only be done on the top one or two final applicants the department is considering for hire.
  - a. The results of the reference checks are maintained in the hiring department along with all other recruitment interview materials in accordance with State and federal statutes.
    - i. Most positions require reference checks to be maintained for three years; however, many federal grants require five years.

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County Manager

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County Attorney