

**Somerset County Board of Education
Administrative Procedure
Policy #700-10**

CONFIDENTIALITY/RESPONSIBILITIES OF THE INTERVIEW COMMITTEE

A. Confidentiality Guidelines of the Interview Committee

1. Do not disclose the names of candidates.
2. All discussions among committee members are confidential
3. Do not discuss the interview process, results or deliberations outside of the committee.
4. Committee members must not contact anyone they may know to get an informal reference about a candidate.

B. Responsibilities of the Chairperson

1. Organizes and manages the interview process; ensures that follow-up questions are only for clarification.
2. Serves as a facilitator during the interviews; collects notes and materials from each committee member at the end of the interview process.
3. Records data collected on candidates to determine, by group vote, the names of potential candidate(s) to be recommended for the vacant position.

C. Responsibilities of the Committee Members

1. Attend to the interviews with an open mind and without preconceptions of favorite applicants. Do not talk to others about the applicants or discuss the contents of resumes/interviews until the designated discussion time. Even minimal comments may sway interviewers as they make preliminary rankings.
2. During the interviews, read verbatim the assigned questions from the list provided. Only ask follow-up questions as necessary to clarify previous responses.
3. Record the content of the responses as the candidates answer each question. Collected data must support decisions made by the interview committee members. The Chairperson will record group information as necessary during the decision-making process.
4. Assist in the development of a group consensus based on the applicable focus areas as predetermined by the Selection Committee.
5. Remain supportive of the final Selection Committee recommendation(s), understanding that the recommended candidates may not be the top choice for each committee member.
6. Understand that the Superintendent may (a) select a recommended candidate, (b) reject the recommended candidate(s) and select another individual from the interviewed finalists, or (c) reject all interviewed candidates and repost the vacant position.
7. All discussion must remain confidential and must not leave the interview room at any time.