

Copies of the District's interview instruments for each position type and scoring rubrics.
USP Section IV.K(1)(e)

Appendix 34

**HUMAN RESOURCES DEPARTMENT
INTERVIEW PANEL RECOMMENDATIONS**

Position Title:							Job# -					
Chairperson:												
Site/Dept:							Interview Date:					
Interview Committee (List names & titles)	Barg. Unit	Parent	Teacher	Com	Central	African Am.	Anglo	Asian	Hisp.	Native Am.	Male	Female
Total												

THE FOLLOWING IS FOR SITE ADMINISTRATIVE APPOINTMENTS ONLY:

STUDENT ETHNIC/GENDER ENROLLMENT BREAKDOWN:

White/Anglo: African American: Hispanic: Native American: Asian American:

APPROVAL SIGNATURES ARE REQUIRED *PRIOR* TO NOTIFICATION OF PARTICIPANTS ON INTERVIEW PANEL.

Chairperson Signature Date

SIGNATURES FOR ADMINISTRATIVE APPOINTMENTS ONLY:

Human Resources Representative Date

Pam Palmo, Chief HR Officer/Acting Date

~~TUCSON UNIFIED SCHOOL DISTRICT~~
HUMAN RESOURCES DEPARTMENT

PANEL CONFIDENTIALITY AGREEMENT

POSITION TITLE: _____ JOB # _____ - _____

SITE/DEPT: _____ DATE: _____

The selection process is a multiple step procedure involving school site, district, and community representatives.

We the undersigned understand that the screening interview process for this Tucson Unified School District position is **confidential** and is a part of the selection/appointment process that will conclude with Governing Board Action.

Name (please print)	Identify the capacity that you are serving on this panel, i.e., parent, student, teacher, administrator, etc.	Signature	Date

 Screening Interview Chair
 Signature

CHAIRPERSON: Please return this signed agreement with the applicants' file to Human Resources.

**TUSD
HUMAN RESOURCES DEPARTMENT**

“JOB TITLE” -Job #

SCREENING SHEET

Please evaluate the candidates on each criterion on a scale of zero (0), one (1), two (2), by writing the number in the appropriate box.

MINIMUM REQUIREMENTS:	0	1
0 = No, 1 = Yes		
0 = No, 1 = Yes		
0 = No, 1 = Yes		
0 = No, 1 = Yes		
0 = No 1 = Yes		
0 = No, 1 = Yes		
0 = No, 1 = Yes		
0 = No, 1 = Yes		
0 = No 1 = Yes		
0 = No, 1 = Yes		
0 = No, 1 = Yes		

Complete application packet – cover letter, resume and 3 reference letters (signed and dated within 18 months). 0 = No 1 = Yes		
---	--	--

PREFERRED REQUIREMENTS:	0	1
0 = No 1 = Yes		
0 = No 1 = Yes		
0 = No 1 = Yes		
0 = No 1 = Yes		
0 = No 1 = Yes		
0 = No 1 = Yes		
0 = No 1 = Yes		
0 = No 1 = Yes		
0 = No 1 = Yes		

Name of Candidate: _____ Screened by: _____

Date: _____ Total score _____

HUMAN RESOURCES DEPARTMENT

SCREENING SHEET

Please evaluate the candidates on each criterion on a scale of zero (0), one (1), or two (2) by writing the number in the appropriate box.

MINIMUM REQUIREMENTS:	0	1	2
Master's Degree in Educational Administration or Curriculum and Instruction or related field 0 = No, 1 = Yes			
Arizona Principal Certificate with Structured English Immersion (SEI) endorsement, or eligibility to obtain such certification. 0 = No, 1 = Yes			
Arizona IVP fingerprint clearance card 0 = No, 1 = Yes			
Three years teaching experience, including five years experience in a school setting. 0 = No, 1 = Yes			
Complete Application Packet – cover letter, administrative application, current resume and three recent letters of recommendation. 0 = No, 1 = Yes			
PREFERRED REQUIREMENTS:	0	1	2
Experience as a principal or assistant principal 0 = No, 1 = Yes			
English/Spanish Bilingual 0 = No, 1 = Yes			
Demonstrated background or experience in school leadership including supervision/management and/or team work 0 = No, 1 = Yes			
Experience developing and managing budgets 0 = No, 1 = Yes			
Experience using technology as an instructional tool and technology applications 0 = No, 1 = Yes			
Experience or knowledge of 21 st Century Learning 0 = No, 1 = Yes			
Background or coursework in counseling, coaching professionals 0 = No, 1 = Yes			
Experience in public speaking 0 = No, 1 = Yes			
Developing student specific interventions, curriculum and instruction, special education and language acquisition programs. 0 = No, 1 = Yes			
Educational experience in diverse setting. 0 = No, 1 = Yes			

Name of Candidate: _____ Screened by: _____

Date: _____

HUMAN RESOURCES DEPARTMENT

Assistant Principal Pueblo HS

14-1179

Date: 8/6/13

Qualified Applicants

	<u>Name</u>	<u>Score</u>	<u>Comments</u>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			

Tucson Unified School District



Celebrate the US!

Human Resources Department

PO Box 40400
1010 E. 10th Street
Tucson, AZ 85719

Telephone: (520) 225-6035
Fax: (520) 798-8683
www.tusd.k12.az.us

PANEL MEMBER ASSESSMENT

POSITION TITLE _____

JOB # _____ - _____

SITE/DEPT _____

DATE _____

Candidates are listed in alphabetical order. This is not a ranking.

APPLICANT			STRENGTHS	WEAKNESSES
Name				
ENTHUSIASTICALLY SUPPORT	SUPPORT	DOES NOT SUPPORT		
Name				
ENTHUSIASTICALLY SUPPORT	SUPPORT	DOES NOT SUPPORT		
Name				
ENTHUSIASTICALLY SUPPORT	SUPPORT	DOES NOT SUPPORT		
Name				
ENTHUSIASTICALLY SUPPORT	SUPPORT	DOES NOT SUPPORT		
Name				
ENTHUSIASTICALLY SUPPORT	SUPPORT	DOES NOT SUPPORT		
Name				
ENTHUSIASTICALLY SUPPORT	SUPPORT	DOES NOT SUPPORT		
Name				
ENTHUSIASTICALLY SUPPORT	SUPPORT	DOES NOT SUPPORT		

Interviewer _____ Date _____

Notice of Nondiscrimination

Tucson Unified School District does not discriminate on the basis of race, color, national origin, gender, sexual orientation, age, religion, or disability in admission or access to, or treatment or employment in its educational programs or activities.

POSITION TITLE _____

JOB # _____

SITE/DEPT _____

DATE _____

1.

2.

3.

4.

5.

6.

7.

8.

Presentation: Additional assignment here.

Additional Notes:

Candidate Name _____

Interview Panel Member Name _____



Human Resources Department

Employment Reference/Background Check Form

Instructions: This form must be completed for all new hires and current TUSD employees being hired at your site.
Please return this form to the Human Resources Department with the hiring packet.

Candidate Recommended for Hire: _____ Date of reference check: _____

Position Title: _____ Site/Dept: _____

Reference Check #1

Contact Name/Title: _____ Organization Name: _____
Position Held: _____ Dates of Employment: _____

1. Would you rehire this person? Why or why not? Would you recruit this person for their current job? Why or why not?
2. How would you rate this person's performance on a scale of 1 to 10 (1 being least effective)? What keeps this person from a rating of 10 (if 10 is not selected)?
3. How does this person get along with others (peers and supervisors) on a scale of 1 to 5 (1 being does not get along well with others)?
4. What are his/her strengths?
5. Were there any concerns regarding attendance or violations of company leave policies?
6. Is there any other information regarding this person that would assist us in determining eligibility for employment within TUSD?

Reference Check #2

Contact Name/Title: _____ Organization Name: _____
Position Held: _____ Dates of Employment: _____

1. Would you rehire this person? Why or why not? Would you recruit this person for their current job? Why or why not?
2. How would you rate this person's performance on a scale of 1 to 10 (1 being least effective)? What keeps this person from a rating of 10 (if 10 is not selected)?
3. How does this person get along with others (peers and supervisors) on a scale of 1 to 5 (1 being does not get along well with others)?
4. What are his/her strengths?
5. Were there any concerns regarding attendance or violations of company leave policies?
6. Is there any other information regarding this person that would assist us in determining eligibility for employment within TUSD?

Reference Check #3

Contact Name/Title: _____ Organization Name: _____
Position Held: _____ Dates of Employment: _____

1. Would you rehire this person? Why or why not? Would you recruit this person for their current job? Why or why not?
2. How would you rate this person's performance on a scale of 1 to 10 (1 being least effective)? What keeps this person from a rating of 10 (if 10 is not selected)?
3. How does this person get along with others (peers and supervisors) on a scale of 1 to 5 (1 being does not get along well with others)?
4. What are his/her strengths?
5. Were there any concerns regarding attendance or violations of company leave policies?
6. Is there any other information regarding this person that would assist us in determining eligibility for employment within TUSD?

References contacted by (please print)

Signature

Date



PO Box 40400
1010 E. 10th Street
Tucson, AZ 85719

Human Resources Department

Telephone: (520) 225-6035
Fax: (520) 798-8683
www.tusd1.org

RE: TEACHER VACANCY JOB PACKET FOR 2013-2014 CERTIFIED POSITIONS

1. Attached is a Teacher Vacancy Job Packet to help you expedite your selection process. Positions currently advertised are for the 2013-2014 school year.
2. You may only interview applicants, on the attached list, for hiring consideration.
3. Current members of the bargaining unit (MBUs) may apply as voluntary transfers UNTIL JULY 1. During this time, please look for candidates marked "Must Be Interviewed". This identifies the five most senior MBUs that have applied. No fewer than 3 of the 5 must be interviewed. You may also interview any of the other applicants that have been forwarded to you.
4. Temporary Contracts will be offered for vacancies advertised after Labor Day or for 3/5 FTE or less. These contracts are for the remainder of the current school year only and are not guaranteed employment for any subsequent school year. Temporary Contract employees are considered members of the bargaining unit (MBUs) during the term of their contract and are fully covered by the provisions of the TEA Agreement.
5. You should fully document your screening/interview process. If you choose not to interview or select a candidate, the reason must be documented. When you have made your recommendation, you may submit it to the Human Resource staff member listed below. The person selected will be issued an official hire notification from HR. Please send the entire completed packet back to Human Resources to complete the hire or transfer process. **All interview score sheets, Reference Check (ARS 15-512 and 15-534 Requirements), Interview Panel Recommendations and Interview Ranking Forms must be attached.**
6. Pursuant to Arizona Revised Statute 15-512, you must make a documented good faith effort to contact previous employers of the candidate selected for hire/transfer to obtain information and recommendations which may be relevant to that person's fitness for TUSD employment. Document your reference checks on the form provided by Human Resources and maintain a copy for your files.

TO AVOID DELAY IN HIRE PROCESSING - Be sure all interview/selection documentation is returned to HR with your hire selection.

Thank you for your cooperation!

Please return all paperwork to _____

If you have any questions please contact me at _____

Attachments:

- | | |
|--|---|
| 1. Hiring Process | 6. Panel Member Assessment |
| 2. Committee/Panel Confidentiality Agreement | 7. Summary of Applicants |
| 3. Candidate Confidentiality Agreement | 8. Reference check form |
| 4. Interview Panel Recommendations | 9. TUSD Referral List – Screening documentation |
| 5. Interview question Form | |

M: Employment Forms/Applicant Referral Masters/Certified Contract.doc (Revised 07/23/13)

Notice of Nondiscrimination

Tucson Unified School District does not discriminate on the basis of race, color, national origin, gender, sexual orientation, age, religion, or disability in admission or access to, or treatment or employment in its educational programs or activities.

Tucson Unified School District



Celebrate the U.S!

PO Box 40400
1010 E. 10th Street
Tucson, AZ 85719

Human Resources Department

Telephone: (520) 225-6035
Fax: (520) 798-8683
www.tusd.k12.az.us

The Hiring Process

The process you use to hire a TUSD employee is critical. It is designed to ensure fairness and equity in employment. Enclosed you will find several forms that are used to document this hiring process. Proper use of these forms is essential. If you have any questions about the process you should use or the manner in which these forms should be completed, please contact Human Resources.

1. The Human Resources Packet: Once a position for which you have advertised is closed, the Human Resources Department will gather the application and any supporting documents for each candidate. HR will conduct an initial screening and forward to you only the applications which demonstrate the candidate meets the minimum qualifications for the position. For certain positions, depending on the bargaining unit, there may be some individuals who must be interviewed. HR will give you that information as well. Included in your packet will be the following forms:

Interview Panel Recommendations: This form must be submitted to HR and to the Superintendent (administrative positions only) for approval **prior** to the interviews. As you consider who should be on the panel you must begin with considering the position and with whom this individual will be interacting. A representative from each of these groups is important. Additionally, it is imperative that the panel be ethnically diverse to the extent possible, as well as diverse in its gender distribution.

Confidentiality Agreement: The Confidentiality Agreement must be completed by each applicant as well as anyone who participates as a panel member. This form must be modified to be specific to the position you are filling (Title/Site). You will need to make copies of this form for the applicants.

Panel Member Assessment: This is a form that must be modified to be specific to the position you are filling (Position/Date). You will need to copy this form for each panel member. On this form panel members will indicate their level of support for each candidate and make notes regarding the strengths or weaknesses of the candidate. You will need to instruct the panel members prior to the start of the interviews regarding the use of this form.

Employment Reference/Background Check Form: Reference checks must be completed prior to the hiring of any individual – whether internal or external candidates. This form must be completed to document the references. If you are using reference checking to screen applicants, you must check all applicants. If not used for screening, you may check only the references for the individual you are recommending for hire.

Summary of Applicants: This is a form that must be modified (Position/Date). You will list the applicants and indicated the number of panel members that enthusiastically supported, supported or did not support each candidate. You will also need to summarize the panel discussion that follows the interviews detailing the strengths and weaknesses of each candidate.

Site Council Recommendation: (Additional Form for Site Administrator Hiring) This form is used to document the signatures of all panel members supporting the recommendation of the candidates listed.

Notice of Nondiscrimination

Tucson Unified School District does not discriminate on the basis of race, color, national origin, gender, sexual orientation, age, religion, or disability in admission or access to, or treatment or employment in its educational programs or activities.

TUSD_001398

Tucson Unified School District



Celebrate the 75!

PO Box 40400
1010 E. 10th Street
Tucson, AZ 85719

Human Resources Department

Telephone: (520) 225-6035
Fax: (520) 798-8683
www.tusd.k12.az.us

2. Assessments: If you decide to use additional assessments for either a secondary screening or to inform the hiring decision, the assessment must be approved by Human Resources. HR will be reviewing the assessment to ensure that it is job related and equitable. Additionally, we will want to make sure that the scoring criteria are objective and pre-determined. Applicants should be informed of the assessment requirement.
3. The interview panel: You must complete the Interview Panel Recommendations as stated above and get the necessary approvals. The same interview panel must be used for all applicants for the position you are filling. If an applicant is going to be out of town you may attempt to schedule a telephonic interview. Ask the panel members to arrive a few minutes early so you can review the job description and give instructions regarding the use of the assessment summary sheet. Ask the panel members to not discuss the applicants in between the interviews and remind them that they are to make their own judgment regarding whether to support or not support the candidate. After all of the interviews and after all panel members have made their decisions, you should facilitate a discussion regarding the strengths and weaknesses of each candidate. You then must complete the Summary of Applicants form as stated above.
4. Background Checks: Once a candidate is selected, you must complete the required reference checks and background checks and document this on the Employment Reference/Background Check Form as stated above.
5. Return the entire packet to Human Resources. All documents that you were given by Human Resources must be returned to Human Resources along with the complete HR packet along with the completed Recruitment Action Form (RAF). If this is an administrative position, it must go to the governing board for approval prior to the employee's start date. If it is not an administrative position, the employee may start as soon as he/she has completed the orientation process through Human Resources.

Notice of Nondiscrimination

Tucson Unified School District does not discriminate on the basis of race, color, national origin, gender, sexual orientation, age, religion, or disability in admission or access to, or treatment or employment in its educational programs or activities.

TUSD_001399

**HUMAN RESOURCES DEPARTMENT
INTERVIEW PANEL RECOMMENDATIONS**

Position Title:						Job# -							
Chairperson:													
Site/Dept:						Interview Date:							
Interview Committee (List names & titles)	Barg. Unit	Parent	Teacher	Com	Central	African Am.	Anglo	Asian	Hisp.	Native Am.	Male	Female	
Total													

THE FOLLOWING IS FOR SITE ADMINISTRATIVE APPOINTMENTS ONLY:

STUDENT ETHNIC/GENDER ENROLLMENT BREAKDOWN:

White/Anglo: African American: Hispanic: Native American: Asian American:

APPROVAL SIGNATURES ARE REQUIRED PRIOR TO NOTIFICATION OF PARTICIPANTS ON INTERVIEW PANEL.

Chairperson Signature Date

Human Resources Representative Date

SIGNATURES FOR ADMINISTRATIVE APPOINTMENTS ONLY:

Pam Palmo, Chief HR Officer/Acting Date

INTERVIEW QUESTIONS

POSITION TITLE _____

JOB # _____

SITE/DEPT _____

DATE _____

1.

2.

3.

4.

5.

6.

7.

8.

Presentation: Additional assignment here.

Additional Notes:

Candidate Name _____

Interview Panel Member Name _____

~~TUCSON UNIFIED SCHOOL DISTRICT~~
HUMAN RESOURCES DEPARTMENT

PANEL CONFIDENTIALITY AGREEMENT

POSITION TITLE: _____ JOB # _____ - _____

SITE/DEPT: _____ DATE: _____

The selection process is a multiple step procedure involving school site, district, and community representatives.

We the undersigned understand that the screening interview process for this Tucson Unified School District position is **confidential** and is a part of the selection/appointment process that will conclude with Governing Board Action.

Name (please print)	Identify the capacity that you are serving on this panel, i.e., parent, student, teacher, administrator, etc.	Signature	Date

Screening Interview Chair
Signature

CHAIRPERSON: Please return this signed agreement with the applicants' file to Human Resources.

~~TUCSON UNIFIED SCHOOL DISTRICT~~
HUMAN RESOURCES DEPARTMENT

POSITION TITLE: _____ JOB: _____

SITE/DEPT: _____ DATE: _____

CANDIDATE CONFIDENTIALITY AGREEMENT

The selection process is a multiple step procedure involving school site, district, and community representatives.

I understand that the screening interview process for this Tucson Unified School District position is **confidential** and is a part of the selection/appointment process that will conclude with Governing Board Action.

Name (please print)

Signature

Date

Screening Interview Chair Signature

CHAIRPERSON: Please return this signed agreement with the applicants' file to Human Resources.



PO Box 40400
 1010 E. 10th Street
 Tucson, AZ 85719

Human Resources Department

Telephone: (520) 225-6035
 Fax: (520) 798-8683
 www.tusd.k12.az.us

Summary of Applicants

POSITION TITLE _____

JOB # _____ - _____

SITE/DEPT _____

DATE _____

Candidates are listed in alphabetical order. This is not a ranking.

APPLICANT	ENTHUSIASTICALLY SUPPORT	SUPPORT	DOES NOT SUPPORT	SUMMARY OF POST-INTERVIEW DISCUSSION

Facilitator _____ Date _____

Notice of Nondiscrimination

Tucson Unified School District does not discriminate on the basis of race, color, national origin, gender, sexual orientation, age, religion, or disability in admission or access to, or treatment or employment in its educational programs or activities.

Tucson Unified School District



Celebrate the US!

Human Resources Department

PO Box 40400
1010 E. 10th Street
Tucson, AZ 85719

Telephone: (520) 225-6035
Fax: (520) 798-8683
www.tusd.k12.az.us

PANEL MEMBER ASSESSMENT

POSITION TITLE _____

JOB # _____

SITE/DEPT _____

DATE _____

Candidates are listed in alphabetical order. This is not a ranking.

APPLICANT			STRENGTHS	WEAKNESSES
Name				
ENTHUSIASTICALLY SUPPORT	SUPPORT	DOES NOT SUPPORT		
Name				
ENTHUSIASTICALLY SUPPORT	SUPPORT	DOES NOT SUPPORT		
Name				
ENTHUSIASTICALLY SUPPORT	SUPPORT	DOES NOT SUPPORT		
Name				
ENTHUSIASTICALLY SUPPORT	SUPPORT	DOES NOT SUPPORT		
Name				
ENTHUSIASTICALLY SUPPORT	SUPPORT	DOES NOT SUPPORT		
Name				
ENTHUSIASTICALLY SUPPORT	SUPPORT	DOES NOT SUPPORT		
Name				
ENTHUSIASTICALLY SUPPORT	SUPPORT	DOES NOT SUPPORT		
Name				
ENTHUSIASTICALLY SUPPORT	SUPPORT	DOES NOT SUPPORT		

Interviewer _____ Date _____

Notice of Non discrimination

Tucson Unified School District does not discriminate on the basis of race, color, national origin, gender, sexual orientation, age, religion, or disability in admission or access to, or treatment or employment in its educational programs or activities.



Human Resources Department

Employment Reference/Background Check Form

Instructions: This form must be completed for all new hires and current TUSD employees being hired at your site.
Please return this form to the Human Resources Department with the hiring packet.

Candidate Recommended for Hire: _____ Date of reference check: _____

Position Title: _____ Site/Dept: _____

Reference Check #1

Contact Name/Title: _____ Organization Name: _____
Position Held: _____ Dates of Employment: _____

1. Would you rehire this person? Why or why not? Would you recruit this person for their current job? Why or why not?
2. How would you rate this person's performance on a scale of 1 to 10 (1 being least effective)? What keeps this person from a rating of 10 (if 10 is not selected)?
3. How does this person get along with others (peers and supervisors) on a scale of 1 to 5 (1 being does not get along well with others)?
4. What are his/her strengths?
5. Were there any concerns regarding attendance or violations of company leave policies?
6. Is there any other information regarding this person that would assist us in determining eligibility for employment within TUSD?

Reference Check #2

Contact Name/Title: _____ Organization Name: _____
Position Held: _____ Dates of Employment: _____

1. Would you rehire this person? Why or why not? Would you recruit this person for their current job? Why or why not?
2. How would you rate this person's performance on a scale of 1 to 10 (1 being least effective)? What keeps this person from a rating of 10 (if 10 is not selected)?
3. How does this person get along with others (peers and supervisors) on a scale of 1 to 5 (1 being does not get along well with others)?
4. What are his/her strengths?
5. Were there any concerns regarding attendance or violations of company leave policies?
6. Is there any other information regarding this person that would assist us in determining eligibility for employment within TUSD?

Reference Check #3

Contact Name/Title: _____ Organization Name: _____
Position Held: _____ Dates of Employment: _____

1. Would you rehire this person? Why or why not? Would you recruit this person for their current job? Why or why not?
2. How would you rate this person's performance on a scale of 1 to 10 (1 being least effective)? What keeps this person from a rating of 10 (if 10 is not selected)?
3. How does this person get along with others (peers and supervisors) on a scale of 1 to 5 (1 being does not get along well with others)?
4. What are his/her strengths?
5. Were there any concerns regarding attendance or violations of company leave policies?
6. Is there any other information regarding this person that would assist us in determining eligibility for employment within TUSD?

References contacted by (please print) _____ Signature _____ Date _____