



PO Box 40400  
1010 E. 10<sup>th</sup> Street  
Tucson, AZ 85719

Human Resources Department

Telephone: (520) 225-6008  
Fax: (520) 798-8683  
www.tusd1.org

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Instructions for Administrative Site Interviews

**PLEASE REMEMBER THE INTERVIEW PROCESS FOR ALL TUSD POSITIONS IS *CONFIDENTIAL***

**BEFORE SENDING OUT INFORMATION TO INTERVIEW PANEL MEMBERS**

**PLEASE CHECK WITH LEADERSHIP**

**TO ENSURE NO MEMBER OF A COMMITTEE IS ALSO AN APPLICANT FOR THE POSITION**

**CONTACT HUMAN RESOURCES IF YOU HAVE ANY QUESTIONS**

Thank you for your participation in the Administrative Hiring Process – Assistant Principal. Listed below are the steps in the process and who is responsible for those steps.

**Human Resources:**

- Send to Principal via AppliTrack
  - ✓ **Interview Panel Recommendation Form – submitted via AppliTrack.** Per USP interview panel must include African American AND/OR Latino members. Please be sure that your panel also reflects the ethnic breakdown of your site (this information can be found on the stats page).
  - ✓ **Interview Panel Confidentiality Form – submitted via AppliTrack.**
- Send to Principal via Email
  - ✓ **Candidate Confidentiality Form**
  - ✓ **Question & Answer Sheet**
  - ✓ **Summary Form**
  - ✓ **Reference Check Form**

**Site Principal:**

- **Interview Panel Recommendation Form – Submit via AppliTrack**
  - ✓ Interview panel should be members of your Leadership Team at the site. We recommend between 4 – 6 interview panel members. Included in the 4 – 6 interview panel members – you should invite an ELI & TEA representative.
    - ❖ ELI contact Stacie Emert – [Stacie.emert@tusd1.org](mailto:Stacie.emert@tusd1.org)
    - ❖ TEA contact Denise Encinas – [Denise.encinas@arizonaea.org](mailto:Denise.encinas@arizonaea.org)
  - ✓ **Per USP interview panel must include African American AND/OR Latino members.** Please be sure that your panel also reflects the ethnic breakdown of your site (this information can be found on the stats page). Please indicate panel member's gender and position at the site
- **Interview Panel Confidentiality Form – Submit via AppliTrack**
- **Candidate Confidentiality Form**
- **Question & Answer Sheet**
  - ✓ **DO NOT SEND OUT QUESTIONS TO ENTIRE SITE – THESE QUESTIONS MUST BE KEPT CONFIDENTIAL – IF IN DOUBT AS TO WHAT INFORMATION CAN BE SHARED PLEASE CONTACT HUMAN RESOURCES**
  - ✓ If you need some input from the stakeholders – get this prior to formulating your questions.



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Once you have input from the stakeholders you can choose to work with a smaller group or not to formulate the questions – this information/questions are confidential and is **NOT TO BE SHARED WITH ANYONE**

- ✓ If you still need some assistance please contact your Leadership Department or Human Resources
- **Summary Form**
  - ✓ To be completed by the principal – this will summarize the strengths & weakness of each candidate (you would get this information from the other Interview Panel Members) & let HR/Leadership know your recommended candidate for hire
- There will be no scoring or ranking of the candidates at the site interview – interview panel members will list their comments – these forms will then be presented to Leadership. Along with the site administrator a recommendation will be made to move forward to the Governing Board.

**Contacts:**

- Human Resources
  - ✓ Roberta Don 225-6011
  - ✓ Janet Rico Uhrig 225-6214
- Elementary Leadership
  - ✓ Ana Gallegos – Tracey Warren 225-6304
- Secondary Leadership
  - ✓ Dr. Abel Morado – Esther Servin 225-6422

**Instructions for Administrative Site Interviews**

**PLEASE REMEMBER THE INTERVIEW PROCESS FOR ALL TUSD POSITIONS IS CONFIDENTIAL**

**BEFORE SENDING OUT INFORMATION TO INTERVIEW PANEL MEMBERS**

**PLEASE CHECK WITH LEADERSHIP**

**TO ENSURE NO MEMBER OF A COMMITTEE IS ALSO AN APPLICANT FOR THE POSITION**

**CONTACT HUMAN RESOURCES IF YOU HAVE ANY QUESTIONS**

Thank you for your participation in the Administrative Hiring Process. Listed below are the steps in the process and who is responsible for those steps.

**Human Resources:**

- Send to site contact the **Interview Panel Recommendation Form, Interview Question Form and Principal Qualities Form.**
- Contact Union Representatives to ensure their representatives on the Site Interview Panel
- Provide all site interview paperwork for the interviews
- Proctor site interviews

**Site Contact:**

9/18/2015 11:19 AM



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- **Interview Panel Recommendation Form – Return to Human Resources**
  - ✓ Please limit your interview panel to no more than 4 members
  - ✓ The Interview Panel will have a cross section of parents, teachers and other stakeholders within the school
  - ✓ Please note the ethnic breakdown of your site along the bottom of the form – please try to match this breakdown when selecting your interview panel – per USP interview panel must include African American AND/OR Latino members
  - ✓ Please indicate panel member’s gender and position at the site
- **Interview Question Form – Return to Human Resources**
  - ✓ Site is expected to submit 2 questions per ISLLC Standards (6 Standards) & 2 site specific questions to Human Resources. **DO NOT SEND OUT QUESTIONS TO ENTIRE SITE COUNCIL – THESE QUESTIONS MUST BE KEPT CONFIDENTIAL – IF IN DOUBT AS TO WHAT INFORMATION CAN BE SHARED PLEASE CONTACT HUMAN RESOURCES**
  - ✓ If you need some input from the stakeholders – get this prior to formulating your questions. Once you have input from the stakeholders you can choose to work with a smaller group or not to formulate the questions – this information/questions are confidential and is **NOT TO BE SHARED WITH ANYONE**
  - ✓ If you still need some assistance please contact your Leadership Department or Human Resources
  - ✓ Leadership will choose questions from those submitted for a maximum of 8 site interview questions
  - ✓ Deputy Superintendent will approve these questions prior to the site interviews
- Please return the completed forms to Human Resources as soon as possible – both must be approved before the site interviews
- There will be no scoring or ranking of the candidates at the site interview – interview panel members will list their comments – these forms will then be presented to the Superintendent for his consideration as part of the interview process

**Contacts:**

- Human Resources
  - ✓ Janet Rico Uhrig 225-6214
  - ✓ Roberta Don 225-6011
  - ✓ Vivian Baca 225-6051
- Elementary Leadership
  - ✓ Ana Gallegos – Tracey Warren 225-6304
- Secondary Leadership
  - ✓ Dr. Abel Morado – Esther Servin 225-6422



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Good Afternoon,

I have just sent via email from Appli Track some forms to use during the site interviews. As we are still in the process of implementing our new system; we will still need to use some paper forms.

I have attached a Question/Answer Sheet and Candidate Confidentiality Form – please use these during your interviews. We will no longer be using the forms that rate the candidate – Does not support, Supports, Enthusiastically Support - we are now using a numerical system to rate the candidates.

If you have any questions please call 225-6035 and ask for an HR Recruitment Team Member. Thanks!