INTERVIEWING PANEL

- Department Heads
- Human Resources
- Commissioners
- Staff
CANDIDATE SELECTION:
Ranking applicants based upon essential functions of the job.
Veteran’s Preference Points

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THE POWER OF TWO INTERVIEWS

- “Get to know” session
- Technical knowledge assessment
- Attitude
- Discovery
- Relevant testing
Who is your current supervisor? Could you spell that for me?

Please tell me about _____________________ as a boss. (this can give us information on what is wanted from a manager, hands on or more autonomy)

When I talk to ___________________ what will he/she tell me are your biggest strengths? (What he/she likes best about him/herself, this position will be collaborative and teamwork is a must..., but the ability to work independently is important as well! What strengths (can you give specific examples of specific situations?) are really important in this job?

Now, everyone has some weaknesses. When I talk to ______________ what will I be told are yours? (can we live with this answer? What weaknesses are a red flag in your area?) Feel free to probe further into the question as it is answered, we don’t have to stay on script!

Could you tell me about a time when you had challenges with a co-worker?

We are looking for the candidate accepting responsibility for the outcome of their answer, taking full ownership, sharing successful results with co-workers, personal growth and learning from the situation discussed.
WHAT DO YOU MEAN, I CAN’T ASK THAT QUESTION?

Do you own your own home?

How tall are you?

Are your educational or employment records listed under any other name?

What is the name of a relative we can call in case of an emergency?

Where did you grow up?
YOU’RE HIRED NOW WHAT?

- On Boarding vs Orientation
- Mentorship
- Engagement
- Retention
WHAT DO TODAY’S EMPLOYEES REALLY WANT?

- Leadership
- Time on the job
- Communication about change or even better the ability to be involved in the change
- Professional Development
- Work Life Balance
- Advancement
- Freedom
- Fair ethics workplace practices
- To be valued, recognized and appreciated
WHY DO WE CARE?

Voluntary Employee turnover is Expensive!

AND…

It affects morale, productivity, and engagement!
THE ROLE OF COMMISSIONERS, ADMINISTRATORS, HR AND SUPERVISORS

• Commissioners
• Administrators/Coordinators
• Human Resources
• Supervisors/Department Heads
COMMISSIONER’S ROLE

• Setting priorities that staff implement
• Bring concerns to Administrator/Coordinator
• Setting budgets that affect payroll, benefits, staffing levels and resources
• Consider policies that attract and retain staff
• Be knowledgeable on labor markets
ADMINISTRATORS/COORDINATORS ROLE

• Conduit between the board, department heads and staff
• Support department heads
• Include Human Resources in decision making regarding HR processes and practices
• Oversee labor practices that assure there is fairness and consistency with application of policy
• Hire Department heads
HUMAN RESOURCES

- Responsible for all human resource processes from “Hire to Retire”
  - Recruiting
  - On Boarding
  - Benefits
  - Employee Relations/Union negotiations
  - Legal/Compliance

Is HR for Staff or for Management?
DEPT. HEADS/SUPERVISORS

- Consistently and fairly apply personnel policies and union contracts
- Bring in HR for employee related matters (they are your friend!)
- Helping the team understand performance targets and goals.
- Training or ensuring that workers are properly trained for their specific roles
- Providing real-time feedback on worker performance
- Identifying and resolving workplace problems
BOTTOM LINE

KEEP CALM & CARRY ON
WE'RE ALL IN THIS TOGETHER