

Manual of Administration

TOPIC: Human Resources	SUBJECT: Interview Teams	Code: HR080
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PURPOSE: To clarify interview team requirements for the job postings For Bargaining Unit Employees and Management positions.

1. **INTERVIEW TEAM COMPOSTION:**

1.1 **Bargaining Unit Employees**

The team will consist of a minimum of two (2) management or non-bargaining unit employees.

1.2 **Management Employees below the position of General Manager**

The team shall consist of a minimum of two senior management employees, one of which shall be the employee's supervisor and the other shall be the Executive Director. Wherever possible, the prospective employee's supervisor shall be considered the chair of the team.

2. The interview team shall remain consistent at all times. In the event an interviewer cannot make a scheduled interview, the interview will be cancelled and then re-scheduled.
3. Interview questions shall be developed for each new competition, based on the requirements of the position. Interviews from previous competitions may not stand unless authorized by the Executive Director.
4. Scoring of interview questions shall be determined in advance of the competition.
5. See HR070 and HR071 regarding procedure for hiring of successful candidates.