

## Interview Checklist

School/Department: \_\_\_\_\_

The advertising period for posting # \_\_\_\_\_ expired as of \_\_\_\_\_

### Sequential Interview Check List (Mark each item with an X upon completion, or N/A if not applicable)

1. \_\_\_\_\_ Contact Union (476-2906) to request an Association representative (at least 2 days prior to the scheduled interview date)  
Union Rep: \_\_\_\_\_ (1 Rep only for all Admin/Instructional/ESP positions)  
Union Rep: \_\_\_\_\_ (2 Reps only if Instructional Supplemental position)
2. \_\_\_\_\_ Select and list other committee members: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_ Review job description/develop questions (Interview questions should be relevant to job requirements)
4. \_\_\_\_\_ Contact applicants and schedule interviews      Interview Date: \_\_\_\_\_
5. \_\_\_\_\_ Review interview questions and scoring process with committee members  
5a. If applicable, was a skills test used:      \_\_\_\_\_ Yes      \_\_\_\_\_ No
6. \_\_\_\_\_ Conduct interviews and review scores (Note: District seniority shall be considered if applicants are determined by the committee to be substantially equal)
7. \_\_\_\_\_ Veterans' Preference criteria reviewed and appropriately applied
8. \_\_\_\_\_ No selection made from this group of applicants (to request to re-advertise email this Interview Checklist along with the Request to Advertise Form to [hrgeneral@escambia.k12.fl.us](mailto:hrgeneral@escambia.k12.fl.us))
9. \_\_\_\_\_ Previous Employer Contacted      Individual(s) Contacted: \_\_\_\_\_
10. \_\_\_\_\_ Committee Recommendation: \_\_\_\_\_ (Name of successful applicant)
11. \_\_\_\_\_ Applicant selected for position met all qualifications as outlined in job description  
**If step 11 is checked above, skip step 12 and proceed to step 13 for Administrative/Professional positions or step 14 for Instructional/Educational Support positions.**
12. \_\_\_\_\_ Applicant selected for position did not meet all qualifications outlined in job description and is being recommended for the position under "qualifications may vary." Please submit one of the following:  
**Instructional Positions:** Submit an Out Of Field form to the Assistant Superintendent of Human Resources.  
**Administrative/Professional Positions:** Submit a copy of this checklist, interview score sheet, and a memo explanation to the Superintendent for approval. Back-up will be provided to the School Board.  
**Educational Support Positions:** Submit a copy of this checklist along with a memo explanation to the Director of Personnel Services for approval. Back-up will be provided to the School Board.  
**If step 12 is checked above, proceed to step 14 after appropriate approval is received.**
13. \_\_\_\_\_ For Administrative and Professional positions, submit a copy of this checklist, the interview score sheet, and a memo requesting approval to the Superintendent
14. \_\_\_\_\_ Notify successful applicant
15. \_\_\_\_\_ Complete appropriate appointment request form and other supporting hiring documents as necessary
16. \_\_\_\_\_ Send a copy of any applicable hiring documents (Interview Checklist, Appointment Request, memo to Superintendent, Interview Score Sheet, etc.) to [hrgeneral@escambia.k12.fl.us](mailto:hrgeneral@escambia.k12.fl.us)
17. \_\_\_\_\_ Notify unsuccessful applicants (Master Contract)

Principal/Department Head \_\_\_\_\_ Date \_\_\_\_\_