



## Skype Interviews

Personnel/Search Committee Meeting  
April 9, 2015

### SCHEDULE

Meeting will begin at 4:00 p.m. in the Mississippi Room in St. Cloud. The Skype interviews will last 30 minutes. The interview schedule is listed below:

4:00 - 4:10 Open the meeting

- ❖ 4:10 - 4:40 Wendy Wendt (Applicant 6)
- ❖ 4:45 - 5:15 Maria McCarville (Applicant 4)
- ❖ 5:20 - 5:50 Karen Pundsack (Applicant 3)
- ❖ 5:55 - 6:25 William Harmer (Applicant 1)
- ❖ 6:30 - 7:00 Kari May (Applicant 2)
- ❖ 7:05 - 7:35 Tina Norris (Applicant 5)

7:35 - 8:00 Post-Skype discussion

### INTERVIEW/SKYPE GUIDELINES

Please review the instructions below:

1. Kevin Mauer will be the spokesperson and will ask all questions. Background noise will disrupt the flow of the interview. Comments from the Personnel/Search Committee should be avoided when Skype is in progress.
2. Skype interviews can be hard to conduct. This is a live interview but remember there can be a lag time when communicating via Skype. The spokesperson will set the pace for the interview.

### THE INTERVIEW

The Spokesperson will:

- Welcome the candidate
- State the goals and objectives of the interview
- Review the process of the interview
- Ask the finalized questions of each applicant

## Notes/Interview Questions

Please take notes on the pre-set interview question form assigned for each applicant. Every applicant interviewed must be asked the same questions. Once the finalists for the Executive Director position have been determined, all interview notes for the non-finalists must be turned in to Julie Henne. Upon hire of the Executive Director, all other interview materials are to be turned into Julie Henne. All documents will be placed with the Executive Director Search file in accordance with the Minnesota State retention schedule.

### ❖ Legal Constraints

State and Federal law regulates the types of questions that can be asked during an interview. For example:

- Title VII of the 1964 Civil Rights Act prohibits discrimination based on race, sex, color, national origin or religion.
- The Age Discrimination in Employment Act prohibits questions about a person's age.

Questions relating either directly or indirectly to race, color, creed, religion, national origin, sex, marital status, status with regarding to public assistance, disability, sexual orientation or age should be avoided.

### ❖ Interviewing Applicants

The best way to avoid unequal treatment during selection interviews is to be fair, objective and consistent in the interview process.

- Common sense, common courtesy, and a calm, businesslike approach are the keys to successful interviewing.
- Ask the same questions and apply the same standards for all candidates.
- Treat all candidates with fairness, equality, and consistency and without bias.
- Follow a structure interview plan.
- Discriminatory behavior is illegal and improper, even when it is not intended. Appearance can be as important as reality.

## PROPOSED TIMELINE

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### APRIL 9, 2015

- Personnel/Search Committee will Conduct Skype Interviews to determine final applicants to forward to Full GRRL Board for consideration.

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### APRIL IN PERSON INTERVIEWS - TBD

- John Keister and Julie Henne will determine the best available dates for the Full GRRL Board to conduct in person interviews.