Interview Committee Guidelines

The following policy delineates various guidelines and rules that describe the roles and responsibilities of interview committee, as well as the proceedings of deliberations.

Interview Committee Responsibilities

The primary responsibility of interview committee is to assist the Internal Vice-President with the execution of the entire recruiting process including, but not limited to, tabling/flyering, classroom announcements, online publicity, resume reviews, interviews and deliberations.

Expectations

Failure to meet expectations will result in removal from the committee

Members of interview committee are expected to:

- Actively participate in tabling and flyering through the duration of the recruiting cycle. Each member is expected to table for at least 2 one hour time slots per week of the recruiting season.
- Help with publicity including online publicity, classroom announcements, etc.
- Attend all recruiting events
- Attend all interview committee meetings
- Review resumes after applications are due
- Conduct interviews
- Attend and actively contribute to all deliberation processes

Resume Reviews

All interview committee members MUST attend the resume review session to retain their membership in the committee. The meeting begins at 9 PM. Interview committee members may not leave this meeting until a list of interviewees has

been finalized.

Each member of interview committee is paired off with another, and they go through a subset of the applications, ranking both the applicant's essays and resume out of 5, as well as adding additional comments about the applicant. After reviewing through the subset of their applications, each pair will then sort their subset into Yes/Maybe/No with corresponding standardized scores for each applicant.

Once everyone is finished, everyone is going to go through their Yes's and No's pair by pair to update everyone on the committee on their reasoning for categorizing the applicant the way they did. If everyone agrees on the Yes', then that applicant is moved to a master spreadsheet containing all people receiving an interview. The Nos are reviewed briefly, and unless there is an objection from the majority of the committee or if the applicant has a recommendation, they are not revisited.

After the Yes' and Nos are reviewed, each pair then goes through their Maybes. There is usually a longer discussion on each candidate to determine if their application warrants an interview or not. Based on the majority, the applicant is thus moved either to the master sheet or the No category.

The last stage of the resume review process is looking at the master sheet and based on the amount of interview slots decided by the IVP either cut down on the amount of people on the master sheet or add people. The only people who should be considered for addition to the master sheet at this stage are Nos that were formally maybes, or Nos that have recommendations.

Once the master sheet is finalized with each person receiving interviews, the resume review session is over and the IVP will send out the interview emails.

Interviews

A summary of the most important aspect of Interview Committee: the interviews

Timing

All interview committee members are expected to arrive NO LATER than one hour before the first scheduled candidate interview. For example, if the first interview is set for 8 am, all interviewers must arrive no later than 7 am.

Attire

Business professional attire is required. You will be asked to leave if you do not follow this dress code.

Interview Conduct

Be courteous and be friendly. The job of the interviewer is not to frighten or intimidate the candidate. Once the interviewee walks in, all interviewers must be standing, shake the interviewee's hand and ask them to take a seat. When the interview is completed, all interviewers must stand again and have one of them escort them out the room.

Interview Process/Guidelines

The interviews will be largely behavioral. Technical questions will only be asked if the applicant indicates in any way on their application that they have a specific technical experience. The same set of general questions will be asked to each candidate, which would have been determined beforehand at one of the interview committee meetings. If there is extra time, or if the interviewers feel that more information is necessary, additional questions can be asked. Follow up questions to answers that the interviewers deem insufficient are encouraged and should be utilized to determine the accuracy of the interviewee's responses.
If the interviewee takes too long to respond, the interviewer can cut them off appropriately in a considerate manner. If the interviewee is not able to answer a question, the interviewer can give them an option to skip the question.

Receptionist

2-3 interviewers will be chosen to alternate as a receptionist throughout the duration of the interviews. The receptionist will be responsible for checking the interviewees in as they wait in the waiting area, as well as making sure they go to the appropriate interviewing room.

Deliberations

Deliberations occur immediately after all interviews are concluded. At the beginning, each interview room sorts their candidates into Yes/Maybe/Nos, similar to how it was done with the interview deliberations.

During the sorting, each candidate should be also be assigned a score based on the following formula:

0.15 * (num recommendations + num times applied (capped at 10)) + 0.3 * (application score) + 0.55 * (interview score)

The interview is given the most weight, however recommendations for the candidate, their application and how many times they have applied is also taken into consideration. However, the score isn't used until needed in terms of choosing between Maybes/final deliberations, which is discussed later below. Although scores aren't used to sort Yes/Maybe/Nos, it should be noted that it should be the case that high scores correlate with Yes'/High Maybes and low scores are correlated with Low Maybes/Nos.

Once each candidate is sorted from each room, all the candidates are put onto a slide deck, and then each interviewing room goes up to quickly explain their decisions. Yes's and No's are gone over first, and if the majority agreement in the room follows the original decision,

then the Yes' and No's are assigned to either a final spreadsheet or a rejection pile respectively. If there is a majority disagreement with the original decision, then the candidate is moved to a pile of maybes. Throughout the entire deliberations process, a tally of quota numbers are tracked with each candidate that is moved to the final spreadsheet.

When all the Yes' and No's are done being sorted through, a break is given for each interviewing room to gather their thoughts regarding their maybes, given the candidates that were already accepted. Scores for these candidates SHOULD NOT change. After all the interview rooms are done reviewing their maybes, each room will go up and present their cases for which maybes should be accepted and which maybes will be rejected. Once again, based on majority agreement on the room, the candidate will be sorted based on the original decision, or pushed off to final deliberations in the case of no majority reached.

After all maybes are gone through, the final round of deliberations begin with candidates where no final decision can be reached. At this point, each of the candidates in this pool will be displayed with their scores, and based on the amount of space is available, and the quota numbers, the top maybe candidates based on the score are chosen.

At any point throughout deliberations, and especially in final deliberations, people can speak up on a candidate or offer their thoughts to all of interview committee. Members of the committee are encouraged to offer their thoughts and initiate a vote to see people's thoughts on a candidate, but the final decision on any candidate will rest with the IVP and/or President, if any only if on multiple occasions, no decision has been reached on a candidate.