**CSU-E EFNEP Conducting Interview Form**

Although the search committee will be involved with the interviews, it will be the NPS’s responsibility to lead the interviews. Below is a list of items the NPS should plan to bring to the interview. The NPS will lead the interview process:

**NPS bring on interview day:**

* + Copies of the interview questions for all committee members (enough for each committee member to have a form for each candidate)
	+ Copies of interview schedule for each search committee member and Extension front office staff
	+ Copies of CSU-E EFNEP dress code for each candidate
	+ Copies of job description for each candidate
	+ Copies of background check example email for each candidate
	+ NPS business card for each candidate
	+ EFNEP banners for the hallway outside of interviews
	+ EFNEP marketing display in interview room
	+ Hand cart
	+ Food prep bin
	+ 1 full set of activity bins (*Build Strong Bones* bin)
	+ Sample set of enhancements, handouts, worksheets, cooler
	+ Marketing brochures for each candidate
	+ Accurate clock on wall or watch to keep track of time.
	+ Pens
	+ Pads of paper
	+ Water for candidate and search committee
	+ Coffee for search committee

**The morning of the interviews:**

1. Set up interview room: EFNEP banner in hallway; table and chairs for interview; table with marketing display, food prep bin, activity bins, enhancements, handouts, worksheets, cooler, marketing brochures. You may want to put a sign on the front door telling candidates where to go.
2. Prepare coffee for search committee and water for candidates and search committee.
3. Decide on and prepare someone from local extension office to greet candidates when they arrive and bring them from waiting room to interview room.
4. Search Committee:
	1. Order lunch for all search committee members. Have state office representative provide credit card. This lunch order must be tax exempt.
	2. Distribute to search committee: Interview questions, interview schedule, pens
	3. NPS tell search committee they (NPS) will moderate interviews including: welcoming candidate, initiate introductions of search committee, “quick 5 minute review from Orientation”, interview closing.
	4. NPS assign a state office person to check off intro/exit statements as NPS goes through list to be sure NPS doesn’t forget anything.
	5. NPS responsible for making sure all candidate applications are complete before interviews (on call or at orientation).
5. Search Committee Meeting (30 minutes before interviews begin)
	1. Get lunch choices from search committee. State office person to pay with their P-card, tax exempt.
	2. Distribute interview schedule and questions
	3. Explain that the group will ask questions of all applicants, but anyone can ask follow-up questions that are not on the page
	4. Decide who will ask which questions or go in a round robin fashion
	5. Agree that if a candidate is not acceptable, any committee member can move to the final question as a signal to others.
	6. Explain that you hope to have a brief discussion after each candidate and that each person will be asked to rank their top 4 candidates at the end of the interviews. Suggest they consider each candidate as a yes, no or maybe after each interview.

**During the Interviews:**

1. It is the NPS’ responsibility to insure that the interviews stay on time.
2. NPS show candidate which bins to lift: *Build Strong Bones* bin (heaviest), food prep bin, display board.
3. NPS will lead: welcoming candidate, introductions of search committee, “quick 5 minute review from Orientation”, interview closing.
4. NPS have paperwork on hand to show/review with candidate: dress code, job description, background check email, NPS business card

**After the Interviews:**

1. NPS lead discussion with search committee to rank the top three candidates:
	1. Each search committee member individually ranks top four applicants on piece of paper.
	2. NPS collect pieces of paper and tally results. Share with group.
	3. NPS lead discussion to gain consensus on top three applicants.
2. Immediately after the interviews the NPS will coordinate with the state office to conduct background checks. Send Katie the *EFNEP Candidate Background Check Information* email. NPS will need to communicate by phone with top candidate to watch for the background check email.
3. The NPS will conduct reference checks for the top candidate(s) ASAP after interviews.NPS will communicate this information to search committee.
4. If background checks and referrals are positive, the NPS will get approval from the state office to make a job offer. At this time the NPS will communicate the next steps to the applicant. These include: fill out hiring paperwork\* by Dec. 18, when and where first day will be, materials to bring, length of day, review dress code, planning for travel and overnight stays at initial training.
5. After the acceptance of the job offer, the NPS will send an official *CSU EFNEP/letter of regret* to the other interviewees.
6. After the job is accepted, the first thing the NPS will need to do is schedule a time (before Dec. 17) to meet with the new hire at the county Extension office to fill out hiring paperwork.
7. NPS will submit completed hiring paperwork on or before December 18th to Ellen Hughes and Cc Katie McGirr.

**\*Note:** The state office will bring hiring paperwork and a reading packet for every new hire to the interviews at that county. These packets will contain everything the NPS needs to get the hiring paperwork complete and for the first days the educator is in their county office January 2 and 3.