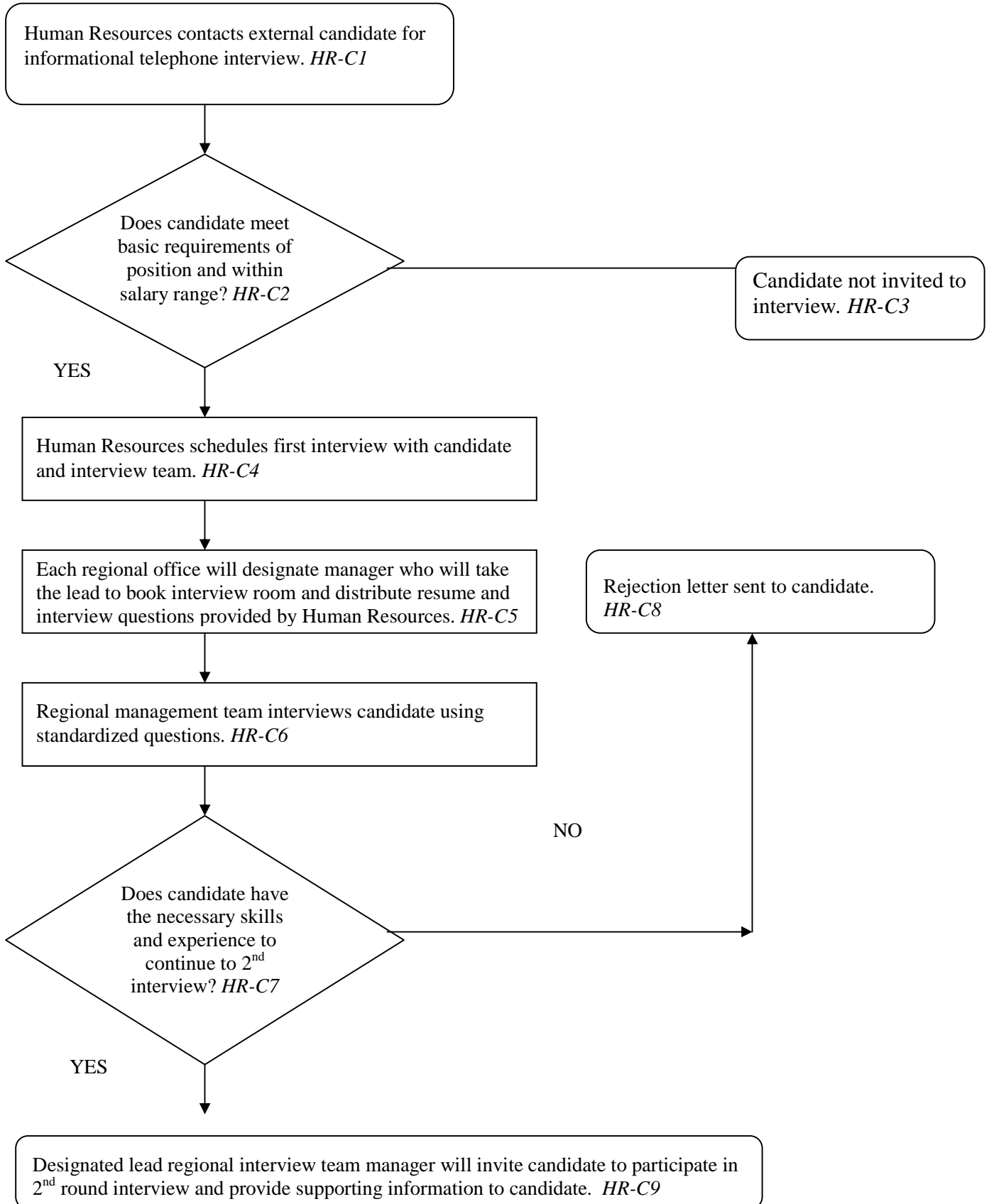




### FIRST ROUND INTERVIEW PROCESS (HR-C)





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Steps in Process	Task	Person Responsible	Timeline	Documents/Tools	Instructions
HR-C1	Human Resources contacts external candidate for informational telephone interview.	<ul style="list-style-type: none"> <li>• Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>• Within 14 days of receipt of resume at Girl Scouts of Western Ohio</li> </ul>	<ul style="list-style-type: none"> <li>• Candidate resume</li> <li>• Feedback from regional management interview team.</li> </ul>	<ul style="list-style-type: none"> <li>• Human Resources will contact those candidates identified by the regional interview management interview teams and human resources for an informational telephone interview.</li> </ul>
HR-C2	Does candidate meet basic requirements of position and within salary range?	<ul style="list-style-type: none"> <li>• Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>• Pending information learned from information interview Human Resources may elect to immediately move to next step.</li> <li>• Decision to move to next step will be made within 5 business days of the telephone interview. Candidate will be informed when to expect follow-up information on next steps.</li> </ul>	<ul style="list-style-type: none"> <li>• Candidate resume</li> <li>• Feedback from regional management interview team</li> <li>• Notes taken during information telephone interview</li> </ul>	<ul style="list-style-type: none"> <li>• Human Resources will ask probing questions regarding skills and abilities based on the open position job description.</li> <li>• Human Resources will ask required salary range needed by candidate.</li> <li>• Human Resources will answer candidate's questions regarding the open position and about the organization.</li> <li>• If Human Resources has reservations about the candidate qualifications, an e-mail or discussion will be had with the lead member of the regional management team to determine if an invitation should be extended to a candidate to interview.</li> </ul>

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HR-C3	Candidate not invited to interview	<ul style="list-style-type: none"> <li>Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>Undefined-pending if candidate contact Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>Candidate resume</li> <li>Feedback from lead member of the regional management team</li> <li>Notes taken during informational telephone interview.</li> </ul>	<ul style="list-style-type: none"> <li>Human Resources will not directly contact the candidate if an interview is not extended.</li> <li>Human Resources will respond to those candidates who directly contact human resources regarding an interview.</li> </ul>
HR-C4	Human Resources schedules first interview with candidate and interview team.	<ul style="list-style-type: none"> <li>Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>Pending information learned, Human Resources may elect to schedule this meeting at the conclusion of the telephone interview.</li> <li>If candidate does not meet all requirements, Human Resources may elect to delay scheduling interview till all telephone candidates are screened and evaluated. Follow-up will be within 5 business days of initial contact.</li> </ul>	<ul style="list-style-type: none"> <li>Candidate resume</li> <li>Feedback from regional management interview team</li> <li>Outlook calendars of regional interview team members</li> </ul>	<ul style="list-style-type: none"> <li>Human Resources will invite candidate to interview for the open position.</li> <li>Human Resources will ask for potential dates that the candidate is available to interview.</li> <li>Human Resources will use Outlook software to coordinate interview team schedule with candidate.</li> <li>Human Resources briefs candidate on the team interview concept and answers any questions on the interviewing process.</li> <li>Candidate is provided office address and phone number and lead interview team manager's name.</li> <li>Human Resources will send an invitation to the regional interview team using Outlook software, informing them of the scheduled interview.</li> </ul>

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HR-C5	Each regional office will designate manager who will take the lead to book interview room and distribute resume and interview questions provided by Human Resources.	<ul style="list-style-type: none"> <li>• Lead regional interview team manager</li> </ul>	<ul style="list-style-type: none"> <li>• Within one business day of arranging interview time.</li> </ul>	<ul style="list-style-type: none"> <li>• Booking calendar for meeting rooms.</li> <li>• Interview questions</li> <li>• Candidate's resume.</li> </ul>	<ul style="list-style-type: none"> <li>• Lead regional interview team manager will reserve meeting room space using the booking calendar.</li> <li>• Human Resources will send interview questions to the lead interview team manager for them to copied and distributed to the regional interview team.</li> <li>• Interview team discusses position and specific areas that should be focus – identify follow up questions that may be needed to probe. Candidate's qualifications are discussed.</li> <li>• Team identifies lead interviewer who will ask questions, note-taker, and member who will share the issues that the candidate needs to know.</li> </ul>

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HR-C6	Regional management team interviews candidate using standardized questions.	<ul style="list-style-type: none"> <li>• Regional interview team manager</li> <li>• Regional interview team</li> </ul>	<ul style="list-style-type: none"> <li>• Length of interview for professional positions – 1 hour.</li> <li>• Length of interview for non-exempt positions – 30 - 45 minutes.</li> </ul>	<ul style="list-style-type: none"> <li>• Candidate resume</li> <li>• Candidate application</li> <li>• Interview questions</li> </ul>	<ul style="list-style-type: none"> <li>• Lead regional interview team manager will check meeting room prior to interview to ensure table and chairs are placed properly for the interview.</li> <li>• Lead regional interview team manager will greet candidate in the reception area.</li> <li>• Lead regional interview team manager will inform interview team of candidate's arrival.</li> <li>• Lead regional interview team manager will provide direction to interview team on any issues or the process to invite candidate to 2<sup>nd</sup> round interview prior to inviting candidate into the interview room.</li> <li>• Lead interviewer will interview candidate using standardized questions provided.</li> <li>• Interview team notetaker will record responses to questions asked by Lead Interviewer.</li> <li>• Member of interview team will share the issues that candidate needs to know about the position outside of the job posting notice.</li> <li>• Regional interview team will answer candidate's questions regarding the position and organization.</li> </ul>

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HR-C7	Does candidate have the necessary skills and experience to continue to 2 <sup>nd</sup> interview?	<ul style="list-style-type: none"> <li>• Lead Regional interview team Manager</li> <li>• Regional interview team</li> </ul>	<ul style="list-style-type: none"> <li>• Pending the strength of the response given during interview, regional interview team may elect to invite candidate to participate in 2<sup>nd</sup> round interview.</li> <li>• Interview team may withhold immediate decision to continue process until further discussion with regional interview team or evaluation of all candidates interviewing for the position. Human Resources is advised within one business day if candidate is not immediately invited back and the reason why.</li> </ul>	<ul style="list-style-type: none"> <li>• Candidate resume</li> <li>• Candidate application</li> <li>• Interview questions</li> </ul>	<ul style="list-style-type: none"> <li>• Lead regional interview team manager will watch for pre-agreed signal from regional interview team members to immediately invite candidate to continue with the interview process.</li> <li>• Lead regional interview team manager will ask candidate if interested in continuing with the interview process.</li> <li>• If regional interview team elects not to give pre-agreed signal, Lead regional interview team manager will conduct a discussion on the skills and abilities of interviewed candidate after the candidate has left the interview.</li> <li>• Interview team may elect to withhold immediate decision till all candidates are interview for comparison reasons.</li> <li>• Information is shared with Human Resources if candidate is not invited back and reasons why.</li> </ul>
HR-C8	Rejection letter sent to candidate	<ul style="list-style-type: none"> <li>• Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>• Within five business days of last candidate interviewed.</li> </ul>	<ul style="list-style-type: none"> <li>• Rejection letter</li> </ul>	<ul style="list-style-type: none"> <li>• Human Resources will generate a rejection letter to candidates who are not invited to 2<sup>nd</sup> round interview.</li> </ul>

Steps in Process	Task	Person Responsible	Timeline	Documents/Tools	Instructions
HR-C9	Designated lead regional team manager will invite candidate to participate in 2 <sup>nd</sup> round interview and provide supporting information to candidate.	<ul style="list-style-type: none"> <li>Lead regional interview team manager</li> </ul>	<ul style="list-style-type: none"> <li>Within 1 week of the first interview</li> </ul>	<ul style="list-style-type: none"> <li>Second Interview presentation handout for candidate</li> <li>Outlook calendar for regional interview staff and human resources</li> </ul>	<ul style="list-style-type: none"> <li>Lead regional interview team manager will give candidate second interview presentation handout and review information regarding the presentation.</li> <li>Lead regional interview team manager will arrange for the second interview using Outlook calendars of the regional interview team.</li> <li>Lead regional interview team manager will invite human resources to the second interview to keep human resources informed of status of candidate.</li> </ul>