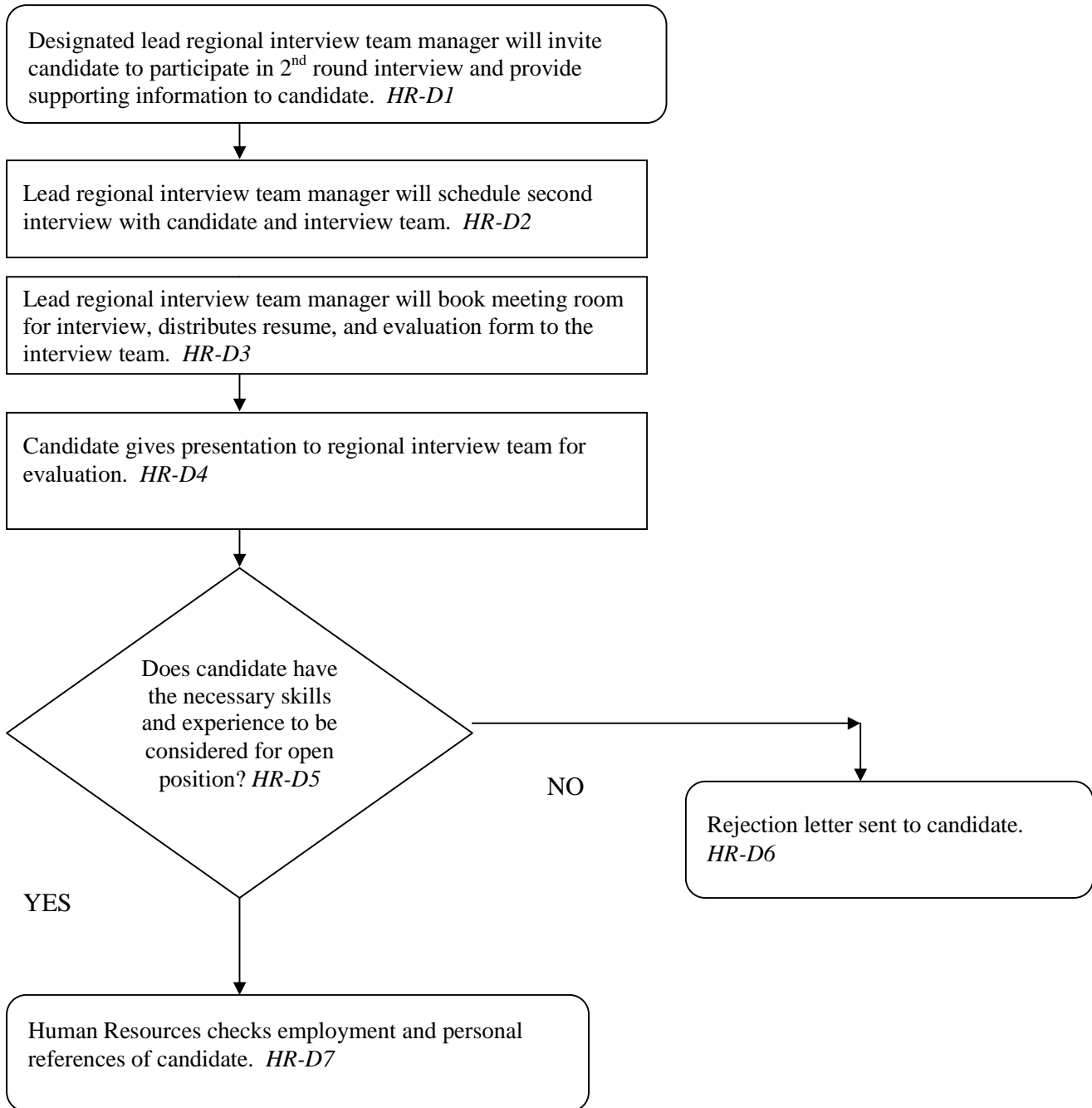




### SECOND ROUND INTERVIEW PROCESS (HR-D)





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Steps in Process	Task	Person Responsible	Timeline	Documents/Tools	Instructions
HR-D1	Designated lead regional interview 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> </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> </ul>
HR-D2	Lead regional interview team manager will schedule second interview with candidate and interview team.	<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>Outlook calendar for regional interview team and human resources</li> </ul>	<ul style="list-style-type: none"> <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. Pending location of interview, human resources may participate in the second interview.</li> </ul>
HR-D3	Lead regional interview team manager will book meeting room for interview, distributes resume, and evaluation form to the interview team.	<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>Candidate resume</li> <li>Evaluation form</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>Lead regional interview team manager will distribute meeting candidate's resume and evaluation forms to regional interview team.</li> <li>Lead regional interview team manager will be responsible for reserving the necessary computer equipment such as laptop computer and Power Point projector to be used during those interviews with presentations.</li> </ul>

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HR-D4	Candidate gives presentation to regional interview team for evaluation	<ul style="list-style-type: none"> <li>• Lead regional interview team manager</li> </ul>	<ul style="list-style-type: none"> <li>• Candidates presentation should only last for approximately 10 minutes.</li> </ul>	<ul style="list-style-type: none"> <li>• Candidate resume</li> <li>• Evaluation form</li> <li>• Computer equipment if needed: laptop computer and Power Point projector</li> </ul>	<ul style="list-style-type: none"> <li>• Lead regional interview team manager will check meeting room prior to interview to ensure table, chairs, and computer equipment are placed properly for the interview and is working properly for the candidate.</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>• If information regarding candidate's interview must be distributed, the lead regional interview team manager will make copies and distribute to the interview team.</li> <li>• Candidate will observe presentation and evaluate candidate on the standardized forms provided making comments.</li> <li>• Regional interview team will be given the opportunity to ask follow-up questions of the candidate.</li> <li>• Candidate will be given the opportunity to ask more questions concerning the open position.</li> <li>• Candidate will be informed that they will hear from human resources if they are offered or not offered the position.</li> </ul>
HR-D5	Does candidate have the necessary skills and experience to be considered for open position?	<ul style="list-style-type: none"> <li>• Lead regional interview team manager</li> <li>• Regional interview team</li> <li>• Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>• Immediately following interview or within 1 business day of the presentation.</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluation form</li> <li>• Interview questions</li> <li>• Recommendation form</li> </ul>	<ul style="list-style-type: none"> <li>• Lead regional interview team manager will lead a discussion with the interview team to determine if the candidate should be considered for the open position.</li> <li>• Interview team should refer to notes taken during presentation and responses from first interview.</li> <li>• Interview team prepares recommendation form and submits to</li> </ul>

Steps in Process	Task	Person Responsible	Timeline	Documents/Tools	Instructions
					<p>human resources within one day of the presentation.</p> <ul style="list-style-type: none"> <li>• If candidate is a potential candidate, inform human resources within 1 day of the presentation to begin checking of references.</li> <li>• If regional interview team has questions or cannot agree if candidate is a good match, the lead regional interview team manager must inform human resources within one business day regarding the reasons or questions. A decision will be made by human resources and the lead regional interview manager to wait until all candidates scheduled for second interviews are completed to rank candidates for hire.</li> </ul>
HR-D6	Rejection letter sent to candidate.	<ul style="list-style-type: none"> <li>• Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>• Within 3 business days after acceptance of job offer by candidate selected.</li> </ul>	<ul style="list-style-type: none"> <li>• Rejection letter</li> </ul>	<ul style="list-style-type: none"> <li>• Human Resources will generate rejection letter to candidate(s) if more than one candidate is up for the position after acceptance of top candidate for the position.</li> <li>• Rejection letter can be sent if regional interview team provides documentation that candidate does not meet the necessary requirements for the position after the second interview.</li> </ul>
HR-D7	Human Resources checks employment and personal references of candidate.	<ul style="list-style-type: none"> <li>• Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>• Within three business days after the conclusion of second round interviews.</li> </ul>	<ul style="list-style-type: none"> <li>• Candidate resume</li> <li>• Candidate application</li> <li>• Telephone</li> </ul>	<ul style="list-style-type: none"> <li>• Human Resources will contact references and previous employers provided on employment application.</li> <li>• Human Resources will confirm date of previous employment and evaluation of candidate's skills provided by references.</li> </ul>