



FORMATIVE COMMITTEE CALIBRATION GUIDE

Position: _____

Interview Formative Committee Calibration and Talking Points:

1. Formative committee members will greet the candidate, sharing your name, title and faction represented on the focus panel (if any).
2. Ask the committee members if any of them knows of a reason why he or she may not be able to participate in the process in an impartial manner. If there are reason/thoughts/concerns/interests that need to be shared, the facilitator will do so privately with the affected panel member
3. Remind the committee that all candidates are advised that no decisions are final until School Board approval is received and they should conduct themselves accordingly.
4. Facilitator: Explain interview purpose/process to the committee:
 - A. Explain all candidate information gathering protocols and the initial inventory scaffolding procedure performed by HR Specialists to determine who will be a part of this level of the conversation.
 - B. Goal of the formative committee: To inform the decision in such a way as it informs and supports our district's efforts to best inform talent selection decisions.
 - C. Explain the STAR (Situation, Task, Action, Results) thinking model and rubric as a guide to support how we process the information being shared. Share how the progression continuum unfolds and well as how we capture the individual components
 - 1) Relatedness – is the candidate's response related to the question that was asked? Was the question thoughtfully and thoroughly answered?
 - 2) Relevance – did the details of the applicant's response demonstrate knowledge of the working environment/department of which the candidate would like to be a part?

- D. Explain the “acumen” component of the process.
 - 1) Culture as defined by what the individual brings to the process (background, heritage, upbringing) and
 - 2) Climate as the mix of all individual cultures within a social unit. This creates organization’s interpersonal climatic temperature.
3. Describe the conversational plan:
- A. Questions are designed to get specific information about a candidate’s professional history. Listen attentively and develop a tally system that allows you to work comfortably while focus on and digesting the information shared. As facilitator, be prepared to share helpful hints using the graphics prepared by the MCSD Department of Human Resources.
 - B. Committee members may interrupt facilitators from time to time in order to ensure all dimensions of a question are covered in a manner that suites their understanding.
 - C. Interviewers are allowed to take notes on a separate sheet of paper. Only ranking values may be placed on the ranking sheets. Do not copy the questions, these are the property of MCSD.
 - D. The interviews will be timed and candidates should not exceed the time limit provided.
 - E. All interview question sheets MUST be returned and may not be copied or otherwise distributed.
 - F. Formative committee findings are used to inform the hiring decision. They do not render a final choice of who is hired. This authority lies elsewhere in our organization.
4. At conclusion of interview:
- A. Thank the candidate for the interview.