



## SCHOOL BOARD OF MONROE COUNTY FACILITATOR'S GUIDE

### Notes to the Interviewers:

We use a rubric based on the STAR (Situation, Task, Action, Result) behavioral analysis protocol. This is a framework that supports how we process the information being shared. Overall, this is a quantitative analysis that facilitates how we rank targeted behaviors using a standard Likert scale. The scoring range is 1 ... 5. The behaviors associated with individual ranking values are listed at the bottom of a ranking chart that has been provided to our interviewers.

### Notes to the Interviewee:

This process is intended to be information gathering. We look forward to your sharing. Any question you may have should be held until the end of the interview.

After hearing your responses, our interviewers will be allowed to ask additional questions as necessary to assure all dimensions of a question are covered. Some panel members make notes on their individual note pads. These notes however are not retained as a part of the data gathering process.

You may ask that a question be repeated however we cannot expand on or embellish the question. We can only re-read the item.

There are a total of 12 questions and we have allotted 60 minutes for your interview. Questions with multiple parts will be asked in succession by the same panel member.

As you **think** about and **present** your **responses**, remember to **frame** your **answers** in a manner that highlights your strengths as it relates to the job for which you are being considered.

The purpose of this exchange is:

- To allow us to get to know you as it relates to your skills set, and the requirements of the job for which you are being interviewed.
- To allow you the opportunity to share with us those qualities and skills you believe you possess, that uniquely qualify you for the position for which you are interviewing.

On behalf of the talent selection panel, I would like to thank you for sharing your time and visiting with us today.

Do you have any questions regarding the interview process?  
Are you claiming Veteran's Preference?