Candidate Name	Date
Position Applying for	
REMINDERS WHEN HIRING	
Internal Candidates	
Review resume	
Schedule a time to interview	
Have a discussion regarding the position	
Staff Process	
Phone screen	
In-person interview	
References – Email Chrissy (HR) the name and email of the person you would like to move forward	ard with and references will be completed.
Make sure you are following the same hiring process for all candidates applying for the same position. M applicants, you must do so for all.	eaning, if you are phone screening your
Please have the following items completed and attached to a new hire PSF when sending to HR. New hi are included in the hiring packet.	res will not be processed unless all items
MANAGER CHECKLIST:	
☐ New Hire Status form	
☐ Employment App	
☐ Phone Screen Notes	
☐ In person Interview Notes	
☐ Second Interview Notes (if applicable)	
☐ Skill Survey Reference Packet or completed references done by the hiring manager	

Candidate Name	Date
HARKER PHONE INTERVIEW QUESTIONS	
Review the following: time frame for position (sc	chool year only, 10-month, 12-month, etc.); pay range; benefits
2. Tell me a little about yourself:	
Are you currently working? If so, why do you walke about your current position?	ant to leave your current position (or why did you leave your last position)? What aspects to you
4. Why are you interested in this position? What ex	xperience and skills do you believe you bring to it?
5. Describe your relationship with your last supervi	isor. What do you think he/she would say about your work?
6. What are the characteristics of your ideal super-	visor?
7. What do you see as the greatest strength you b or improvement in?	ring to your job or work? What would be an area that you would like to see growth

Candidate Name		Date	
HARKER IN PERSON INTERV	IEW QUESTIONS - STAFF		
1. Describe for me your ideal wo	ork environment:		
What do you see as the grea in?	itest strength you bring to your job or work?	What would be an area that you would like to see	e growth or improvement
3. Tell me about a mistake you r	made and how you handled it.		
4. Describe a time when you ha	d to deal with a difficult customer or co-work	er. How did you handle the situation?	
5. Can you provide me with an e	example of a time when you were given little	or no instruction on a task and how you performe	ed it?

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6. What do you like most about your current/last job?	
7. What do you like least about your current/last job?	
8. Give an example of an important goal that you set in the past. How did you go about achieving it?	
9. Describe a time when you were instrumental in creating or improving a good relationship with another of	department within your company.
10. If offered this position, when would you be available for work?	
If you are interested in checking for references, you may request them now:	
11. You may have completed your references when you applied; they were optional. If you didn't enter you please send me your three references at your earliest convenience.	ur references at the time of applying,

Candidate Name	Date
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Job Specific Questions (Minimum of 5)	