



DEPARTMENT OF HUMAN RESOURCES

DEPUTY SUPERINTENDENT

JASON COX

DIRECTOR

Jarod Sites

DIRECTOR

Rebecca Rogers

INTERVIEW AGREEMENT FORM

5020 F11

Date		Position	
Work Location		Supervisor	

Dear Interview Team Member:

Thank you for assisting Provo City School District in the hiring process. As a participant, you have legal and ethical responsibilities associated with this role. The integrity of the interview team must be based on the highest ethical and legal standards. Your input is a valuable part of our multi-step hiring process. Other steps include paper screening, reference checking, and additional interviews. This agreement is part of our effort to ensure the most professional, equitable, and unbiased hiring process possible.

Team Role. The team's role is to interview selected candidates and to make recommendations to the supervisor. This recommendation is contingent upon thorough background and reference checks, verification of credentials, and approval by the Board of Education.

Confidentiality. All information related to the interview and selection process is confidential. Team members should not reveal, names of applicants, resumes or applications, letters of reference, interview questions, evaluations, or impressions. Interview team members may not contact references of candidates nor discuss candidates with others outside of the interview team.

Equal Opportunity. Provo City School District is an equal opportunity employer. The hiring process involves many federal and state laws. In order for the District to uphold such laws, the team:

- Must ask the same questions. Follow-up questions may be used based upon the answer provided by the candidate. This does not require the use of the same question with other candidates.
- May not ask questions, solicit responses, or hire based upon race, color, national origin, religion, age, sex/gender, sexual orientation, disabilities, family/pregnancy/marital status, childcare arrangements, residence proximity, or personal/private matters.

Documentation. Team members should record candidate responses during the interview. Written records must be done in a professional manner with the understanding that others may view documentation. The District requires that all documentation be collected and stored in the Human Resources Office for at least two months.

Communication with Candidates. Interview team members, other than the designated administrator, must refrain from any communication with candidates after the interview. If candidates seek feedback, refer them to the Human Resources Director.

I have read, understand, and agree to this Interview Agreement.

Team Member Name: _____

Representing: _____

Signature: _____

Date: _____