

Hiring Task Force AgendaMeeting #3, May 24, 2021 4:15-5:15 Join Zoom Meeting <https://zoom.us/j/6356971041>

(Notes in RED; taken by Jessie)

Members: Cheri Howe, Emily Miller, Mary Yapp, Deborah Webster, Jessie Heydt, Pauline Ho, Lisa Dovgodko, (members present are in RED)

1. Approval of Minutes/ Job Tasks:

Job Tasks	
Chair	Mary Yapp (Cheri Howe will support)
Note Taker	Jessie Heydt
Interview Scheduler	Cheri Howe
Check References	Mary Yapp
Email applicants not asked for an interview	Emily Miller
Social Media Check	Emily Miller
Background Check (liaison with person who does this)	Deb Webster
Call applicants who came in for an initial interview, but are not asked to return for the BOD one.	Deb Webster
Who will run the interviews?	Jessie Heydt
If you want your interviews in person, someone will have to arrange a room at MSA.	Cheri Howe's room (if in person)
Other?	N/A

2. Upcoming Meetings:

Meeting Purpose/description	Time and Date
Meeting #3 BOD question list, Reference Question checklist	Monday, May 24 at 4:15pm on Zoom Join Zoom Meeting https://zoom.us/j/6356971041
Meeting #4 week of June 1-4 Review applicants determine interviewees	Tuesday, 6/1, 5:15pm-17:15pm on Zoom Join Zoom Meeting https://zoom.us/j/6356971041
Job Closing Date:	Friday, May 28

BOD Interview: June 10 (second round of interviews)	To be determined
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3. Update of Applicants: 4 (so far)

- **INTERVIEWS:** Cheri's classroom
 - Monday, June 7 times of interviews: 4:30 and onward
 - Tuesday, June 8 times of interviews: 2pm and onward
- References will be called (by Mary Yapp) between the 8th and the 10th for the BOD

4. Tasks

- A. Determine a process for picking the candidates you want to interview - this will probably be informal because of the nature of the interim, but just so you know before May 24/25
 - a. Will likely invite all 4 candidates to interview, unless we get more applicants by Friday
- B. Determine questions for the reference check. This must be consistent across all candidates, you can ask follow up questions, but not just random questions. **DONE**
- C. Determine what the Social Media check consists of. This must be consistent across all candidates.
 - a. Facebook search on name/city
 - b. Twitter search on name/institution
 - c. Google search on name/city - pursue leads in top 40 results (news articles etc)
 - d. Instagram
 - e. Niche
 - f. School Website
- D. Bring forth a slate of questions for the BOD to ask the candidates. **DONE (Mary sent to Lisa)**
- E. The BOD wants to run their interviews all on the same night, with all candidates on campus for 2-3 hours.
 - a. There will be 3 rooms or stations if you will,
 - i. One with Asst. Dir./ teachers/ staff/ **Jessie** (task force member)/ and the candidate to meet with
 - ii. One with Asst. Dir./ Student Council/ **Cheri** (task force member) to give tour of campus
 - 1. Tour all 4 buildings
 - iii. One for the BOD interview (**need TF staff member to escort to Room I**)
 - b. We will need to set up a **Feedback Form** (google form -- Pauline will create this: 1. Ask stakeholders in I and II what they think the candidates' strengths are; 2. Ask if they think the candidates will be a good fit for MSA; 3. Ask for their general impression of candidates; 4. Ask for something that stood out to them about the candidates) with questions from stakeholders in those rooms for the BOD and an opportunity for audiences participating in the station rooms to submit their responses for the BOD for review at the end of the night on each candidate.
 - c. We will need members of the TF in each of the rooms & outside the BOD interview room to monitor and direct meeting. (See above letter "a")
- F. **HOMEWORK:**

- a. Read all the Resumes and Letters of Rec so you are prepared for discussion at our next meeting
 - b. Complete an "Interview Evaluation" form for each Candidate's paperwork and bring to next meeting
- G. **Next Meeting:** Tuesday, 6/1, 5:15pm-17:15pm on Zoom
- H.