

12.6 Oral Interviews

ADMINISTRATION

STANDARD 12.6 Any candidate being considered for a sworn (entry level and lateral appointments) position is interviewed prior to their appointment. Such interviews will employ a set of uniform questions, and the results obtained are recorded on standardized forms. At least one person who participates in the interview process will be a sworn member of the department.

Commentary: This standard is not meant to limit the interview to specific questions but to ensure equity and uniformity in the interview process by asking all candidates the same questions so they may present their own views. It can also provide an opportunity to gather additional information that could be made available to background investigators.

Compliance Verification Strategies

Assessors may seek to verify agency compliance with this standard by using one or more of the strategies listed below. There may be other strategies identified by the agency which could also be acceptable.

1. Interview(s) with personnel responsible to verify their knowledge of and compliance with this standard.
2. The set of uniform questions utilized by the agency are available for review.
3. Examples of the standardized recording forms used by the agency are available for review.
4. Copies of the standardized rating scales used for evaluation are available for review.
5. Review of agency files containing completed records of oral interview results, standardized recording forms and evaluations.
6. Interview(s) with personnel responsible for this function to verify their knowledge of and compliance with agency policies.