



River Valley Child Development Services
Interview and Transfer Process for Internal Applicants
Guidance for Directors

	Purpose	Additional Information
Screen Resumes/Internal Applications	Identify applicants that meet education and/or experience requirements	<u>Paycom – recruiter dashboard</u> View resumes of applicants using the recruiter dashboard in Paycom to identify internal applicants that have matching education and/or relevant experience for the vacant position.
Telephone Interviews (optional) Telephone interviews are optional for internal applicants. If an internal applicant works within your program, a telephone interview may not be necessary because you are already familiar with the applicant’s experience, work style, etc. If an internal applicant works outside of your program, you may want to do a phone interview to screen the applicant.	Screen applicants that have matching education and/or relevant experience to determine if they should be interviewed in-person	<u>RVCDS telephone interview questions template</u> Use this template to conduct your phone interviews. You can add up to three “relevant experience” topics for the position you are interviewing on question 4. Have a discussion with the applicant about the items listed on the form so they can determine if the position would be a good fit for them. This is a fillable PDF form!
Telephone Interview Results (if conducted)	Identify which applicants you would like to proceed forward with in the hiring process and those you do not want to proceed forward with.	<u>Proceed forward with applicant</u> – schedule in-person interview <u>Do not proceed forward with applicant</u> – complete the interview check-off form and attach telephone interview question results. Forward to HR.
Schedule In-Person Interviews <i>*there must be at least two people conducting interviews. NEVER interview alone.</i>	Schedule in-person interviews with successful phone interview candidates.	Prepare interview questions Prepare interview project Prepare matching interview rating form
Internal Application Completion <i>For applicants being interviewed in-person</i>	<u>Paycom – recruiter dashboard</u> - view the applicant profile on the recruiter dashboard in Paycom to determine if the internal application has been completed and signed and the approved notice of intent to apply form has been uploaded.	<u>Application completed and signed</u> – review information and no further action needed with application. <u>Application not completed and signed</u> – notify HR that the internal applicant has not completed the internal application.



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Conduct in-person interviews	Interview candidates to determine best fit for the vacant position	Conduct in-person interviews and ensure every interviewee has a consistent interview experience <ol style="list-style-type: none"> 1. Ask same interview questions for the same position. Make the questions relevant to the duties of the position. 2. Assign the same interview project for the same position 3. Use the same interview rating form format for the same position 4. Provide the following items to the interviewee: job description, salary scale for the position, RVCDS mission, RVCDS benefits summary
Review interview project	Interview project will help determine if the candidate possesses skills needed to be successful in the position.	Collect and review (or observe) the assigned interview project. Score the interview project on the interview rating form.
Complete Interview Rating Form	Score interviewees to help determine best candidate.	You must include comments for each score to justify the score given to the applicant.
Determine best candidate for the position	Select the top candidate using a variety of criteria.	Using the candidate resume, phone interview (if applicable), in-person interview, interview project, and interview rating form, select the top candidate for the position.
Complete the Interview Check-off for Internal Applicants form for all internal applicants interviewed	Ensure all steps of the interview process is complete for each applicant that was interviewed.	Use for every applicant that you conduct (at minimum) a phone interview with. This form and required documentation will be given to HR upon completion of the interview process.
Complete the Internal Transfer Request Form	Request approval to hire selected candidate	Hiring director completes the top portion of the form down to Hiring Director Signature line and passes on the HR with the Interview Check-Off for Internal Applicants form and documentation to request approval to hire the selected candidate.



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Submit all Interview Packets to HR	Review for completion of interview and application process, determine starting pay rate	HR reviews packet and Paycom to ensure accurate completion of the application and interview process. Reviews education/experience to determine starting pay rate. Forwards to Comptroller and Executive Director for approval or denial. Internal applicants not selected for the position will be notified in via conversation (if the internal applicant is interviewed by their own program director, the program director will notify the applicant that they were not selected. If the internal applicant was interviewed by a different program director, HR will notify the applicant).
Offer job to top candidate AFTER approved by the agency	Make offer to selected candidate.	HR will notify the hiring director after the Executive Director has approved the request to transfer. Hiring director will contact candidate and offer employment and set starting date.
Communicate start date to HR	Set start date and begin process of transfer	Hiring director will communicate the start date to HR after the candidate agrees to fill the position. HR will send hire letter and begin the transfer process in Paycom.