

**SAN BERNARDINO COUNTY  
PROBATION DEPARTMENT PROCEDURE**

**INTERVIEW PROCESS – PROMOTIONAL AND NON-SWORN NEW HIRES**

**Authority:**

Michelle Scray Brown, Chief Probation Officer

**Purpose:**

To set forth guidelines for promotional and non-sworn hiring interviews within the Probation Department.

**Definitions:**

Employment Application: County of San Bernardino promotional/employment application filled out and submitted to the County Human Resource Division by the applicant.

Protected Class: Applicants and employees are protected from employment discrimination based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability, and genetic information (including family medical history).

Candidate Interview Security Form: An admonition requiring confidentiality and security in the process of promotional/non-sworn new hire interviews and the maintenance of any paperwork associated with the interviews (Attachment A).

Interview Summary Form: For classifications that Personnel/Payroll identifies to be under-represented in any protected class, a Probation Diversity Committee (PDC) representative or Human Resources Representative will observe the interview and use this form to document that the interview process was conducted consistently, clearly, promptly, efficiently, fairly, Etc. (Attachment B).

Promotional Personnel File Checklist: A form documenting the review of each promotional candidate's personnel file (Attachment C).

**Responsibilities:**

- I. Chief Probation Officer:
  - A. Shall have final authority over all aspects of any promotional/hiring decisions and/or processes.
  
- II. Assistant Chief Probation Officer and/or their Designee:
  - A. Shall request the Certification list from Human Resources.
  - B. Shall select an Interview Panel and appoint a Chairperson.
  - C. Shall, following the completion of the interview process, discuss with the Interview Panel Chair and/or Interview Panel the groupings of the candidates.
  - D. Shall ensure that all interview material is returned to Personnel/Payroll for storage following the completion of the process.
  
- III. Chairperson of the Interview Panel:
  - A. Shall ensure Interview Panel compliance with all applicable laws, policies/procedures, Etc.
  - B. Shall designate a secretary or other designee who shall contact all candidates on the Certification List to schedule interviews.

- C. Shall ensure the Interview Panel members have an opportunity to review each employment application prior to the interviews.
- D. Shall ensure each candidate is given ample time, prior to the interview, to review and sign the Candidate Interview Security form (Attachment A). Shall ensure collection of this form from each candidate at the time of interview.
- E. Shall complete, in conjunction with the Interview Panel, the "Promotional Personnel File Review Checklist" upon reviewing each promotional candidate's personnel file (Attachment C.)
- F. Shall ensure the return of all interview packets, Candidate Interview Security forms, notes, and/or related information to the Assistant Chief Probation Officer or their designee.
- G. Shall, following the completion of the interviews and grouping process, discuss with the Chief Probation Officer, Assistant Chief Probation Officer, and/or their designee, the groupings of the candidates.
- H. Shall, as directed, notify, or designate another Interview Panel member to notify, the successful candidate(s) of potential selection pending completion of a background clearance.
- I. Shall, as directed, notify or designate another Interview Panel member to notify, the unsuccessful candidate(s).

IV. Interview Panel:

- A. Shall be personally responsible and accountable for all interview materials in their possession.
- B. Shall not copy and/or retain any copies of any interview material, notes, and/or any interview related information, Etc.
- C. Shall return all interview materials, notes, and/or related interview information to the Panel Chair.
- D. Shall not discuss any aspect of the interview/grouping process and/or any material, dialogs, notes, and/or information related to the interview/grouping process, Etc. with anyone who is not directly involved in the development or administration of the interview.
- E. Shall, following the completion of all promotional candidate interviews, review the candidates' personnel files.
- F. Shall establish groupings of the candidates into the categories of "highly recommended," "recommended," or "not recommended at this time."
- G. Shall, as directed, and following the completion of the interview and grouping process, discuss with the Chief Probation Officer, Assistant Chief Probation Officer, and/or their designee, the groupings of the candidates.
- H. Shall, as directed, participate in the notification of successful and unsuccessful candidates.

V. PDC Representative:

- A. Shall, as requested, monitor promotional interviews for classifications which Personnel/Payroll identifies to be under-represented in any protected class.
- B. Shall obtain their supervisor's approval to participate.
- C. Shall not be within the career path of the position for which the interviews are being held.
- D. Shall observe the interview.
- E. Shall monitor the interview and for fairness and consistency.
- F. Shall maintain confidentiality, including but not limited to, all aspects of the interview process, interview questions and/or responses, candidate grouping, Etc.

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- G. May provide input regarding the fairness and consistency of the interview process to ensure factors such as education, experience Etc., were considered consistently for all candidates.
  - H. Shall not participate in discussions about candidates, interview questions and/or responses, and/or grouping of the candidates, Etc.
  - I. Shall not be present at the time personnel files are reviewed.
  - J. Shall return any written notes to be retained in the Department's interview file.
  - K. Shall submit the Interview Summary Form (Attachment B) to the Division Director of the Professional Standards Unit within twenty-four (24) hours of completion of the interviews.
- VI. Division Director of Professional Standards or their designee:
- A. Shall conduct promotional/new hire background clearances on the submitted candidate(s).
  - B. Shall notify the Panel Chair or their designee upon completion of the background.
  - C. Shall retain copies of submitted Interview Summary Forms (Attachment B).
  - D. Shall, as directed, and in conjunction with the Probation Department Human Resources Officer, provide training on this procedure to supervisory staff and above.

**Inspections:**

Refer to the Policy and Procedure Inspection Matrix.

**References:**

Probation Diversity Committee Procedure

Issued by:

  
Michelle Scray Brown, Chief Probation Officer

2/17/21  
Date

Date: July 20, 2005  
Revised: June 7, 2012  
Revised: November 13, 2013  
Revised: December 3, 2013  
Revised: February 1, 2016  
Revised: May 13, 2016  
Revised: June 20, 2018  
Revised: February 17, 2021

**Attachments:**

- A - Candidate Interview Security Form
- B - Interview Summary Form
- C - Promotional Personnel File Checklist



TRACY REECE  
Chief Probation Officer

JULIE FRANCIS  
Assistant Chief Probation Officer

## CANDIDATE INTERVIEW SECURITY FORM

When interviewing for positions within the Department, it is of the utmost importance that you maintain the strict confidentiality of all interview materials. These materials include any portion(s) of previous, current, or future administered hiring interviews, answers, notes and other confidential materials, the disclosure of which would compromise the interview process. The Probation Department requires your cooperation in preserving the confidential nature of these interview materials by carefully observing the following security procedure listed below:

Do not discuss the contents of this interview with anyone at anytime. Discussion with others may place you at a disadvantage and cause you to be disqualified.

Because of the importance of interview security, notify the Division Director of Professional Standards if ANY circumstances cause you to believe the confidential nature of the interview has not been maintained.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME



TRACY REECE  
Chief Probation Officer

JULIE FRANCIS  
Assistant Chief Probation Officer

## INTERVIEW SUMMARY FORM

PDC/HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Classification: \_\_\_\_\_

Interviewers: \_\_\_\_\_

The PDC/HR Representative serving in the interview process will be guided by the following:

1. Shall abide by the Interview Process Procedure.
2. Shall monitor the Interview process for fairness and consistency.
3. Shall observe the interview.
4. Shall maintain confidentiality, including but not limited to, all aspects of the interview process, interview questions and/or responses, candidate grouping, etc.
5. May provide input regarding the fairness and consistency of the interview process to assure factors such as education experience etc., were considered consistently for all candidates.
6. Shall not be present at the time personnel files are reviewed.
7. Shall return any written notes to be retained in the department's interview file.

CANDIDATE NAMES	CLARIFIED PROCESS	PROMPT SCHEDULING
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

Panel was well prepared (Identified facilitator, reviewed candidate's packet). YES \_\_\_\_\_ NO \_\_\_\_\_  
 Panel gave all candidates fair and equitable amount of time. YES \_\_\_\_\_ NO \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

