Huron – Superior Catholic District School Board

## **Human Resources Department**

## **Hiring Guidelines and Procedures – Teacher Debriefing**

The Huron-Superior Catholic District School Board is committed to ensure the selection of the best-qualified applicant for each position within the Board. In keeping with Catholic social teaching and our Mission Statement, a fair, equitable and consistent selection process and guidelines for the Board and its employees in this process will be established and monitored to ensure equal opportunity in recruitment, hiring and promotion procedures.

Following an interview, the unsuccessful candidates will be offered a debriefing, in person, with the panel that conducted the interview.

The following feedback will be provided, verbally, to the candidate:

- His or her performance during the interview.
- Measures he or she could take to enhance his or her professional qualifications.
- Other ways to improve his or her chance of being successful in a similar interview in the future.

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## **Teacher Debriefing Template**

Candidate:	 Date:	
Position:		

The following feedback will be provided, verbally, to the candidate:

□ His or her performance during the interview. (discuss strengths and weaknesses as they apply to the position)

Measures he or she could take to enhance his or her professional qualifications. (i.e. workshops, additional qualifications)

Other ways to improve his or her chance of being successful in a similar interview in the future. (sometimes it's a matter of stating that the candidate needs to continue the good work they are doing)