

## **COCFA CANDIDATE INTERVIEW COMMITTEE**

### **INTERVIEW PROCEDURAL RULES**

#### **BOARD OF TRUSTEES ELECTION**

#### **INTRODUCTIONS**

- The Chair shall collect the Candidate Bio Data Form from each of the candidates upon their arrival to the interview session.
- The individual committee members will introduce themselves to the candidate.
- Candidates shall be reminded of the 45 minute time limit out of respect to the other scheduled candidates.

#### **QUESTIONS**

- The individual committee members will take turns reading each of the questions to the candidate.
- At the conclusion of each question, the Chair will ask the committee members if they have any follow up questions for clarity. (The interview committee reserves the right to ask candidates follow-up questions pertinent to the content of their opening statement or of their interview question responses. Further questions may be asked by the committee to clarify any of the published candidate materials. No new and independently formulated questions that are unrelated to responses or materials shall be presented to the candidates.)

#### **CONCLUSION**

- At the conclusion of the question and answer period, the candidate shall be asked if they have any questions for the committee.
- Candidates will not be allowed to keep their copy of the questions. They must return them to the Chair at the conclusion of the interview.
- Members of the interview committee should not discuss any of their observations or conclusions with other committee members until the beginning of the summary and deliberations process.