

**ONEIDA TRIBE OF INDIANS OF WISCONSIN**  
**Human Resources Department**

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**Human Resource Department Interpretation**

**RE: Interpretation for disqualifying an applicant after interviews are complete.**

**Personnel Policies and Procedures, Section III, B. 2. g:**

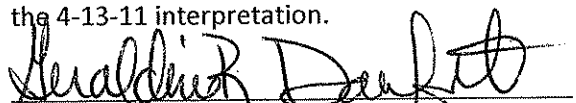
**g. Candidate Interviews**

- 1) An Interview Committee will be convened and will consist of the members of the Screening Committee except that the HRD Manager will be replaced with a second member of the Personnel Commission. The Interview Committee will:
  - a) Construct an interview format consisting of:
    - i. A set of questions related to the screening criteria qualifications;
    - ii. An interview rating scale designed to objectively evaluate each candidate's qualifications.
  - b) Interview candidates and evaluate each individually.
- 2) The HRD Manager (or designate) will total the evaluation rating scale to rank order the candidates.

It has been the past practice for the Interview Committee to deem an applicant qualified or not qualified based upon their role as a Screening Committee member and Interviewing Committee member. If an Interviewing Committee member disqualifies an applicant during the interview, the Interview Committee will discuss the applicant's qualifications and decide if the applicant is qualified or disqualified. The Interview Committee must agree, by majority rule, on the disqualification of the applicant.

In the event a supervisor would like the Interview Committee to reconsider disqualifying an applicant after the interviews have been completed the Interview Committee must be re-convened. The Interview Committee must agree, by majority rule, on the disqualification of the applicant.

HR's responsibility is to contact the applicant with the Interviewing Committee's decision. This interpretation replaces the 4-13-11 interpretation.

  
Geraldine R. Danforth, HRD Area Manager

10/24/13  
Date