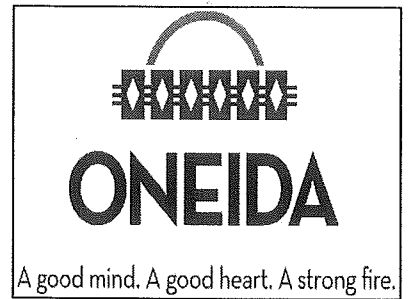


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Human Resources Department Interpretation

**Screening and Interview Committee Policy**

According to the Personnel Policies and Procedures Section III B. 2. f. 1) it states:

f. Screening of Applicants

- 1) A Screening Committee consisting of the HRD Manager (or designate), the position supervisor, the Area Manager (at his/her option), and a member of the Personnel Commission shall be convened to conduct the screening of applicants.

And also Personnel Policies and Procedures Section III B. 2. g. 1) it states:

g. Candidate Interviews

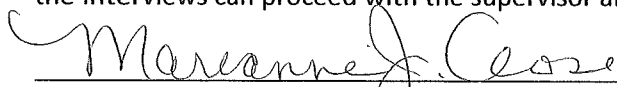
- 1) An Interview Committee will be convened and will consist of the members of the Screening Committee except that the HRD Manager will be replaced with a second member of the Personnel Commission.

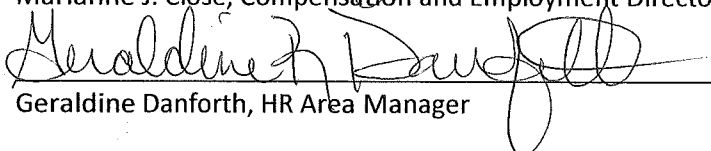
Interpretation:

The interpretation for the Candidate Interviews is if the Area Manager was a part of the Screening Committee, the Area Manager can also serve as a voting member in the Candidate Interviews.

If the Area Manager did not participate in the Screening of the Applicants, the Area Manager cannot serve as a voting member in the Candidate Interviews.

If the Area Manager level cannot attend the scheduled interview date and time due to unforeseen circumstances, the interviews can proceed with the supervisor and two (2) Personnel Commission Members.

  
\_\_\_\_\_  
Marianne J. Close, Compensation and Employment Director

  
\_\_\_\_\_  
Geraldine Danforth, HR Area Manager

3/19/2018

Date

3/19/18

Date