



Hiring Committee Meeting Minutes
Monday, February 25, 2013 6:00-8:00 p.m.
Grace and St. Stephen's Episcopal Church
601 N. Tejon Street, Colorado Springs, CO 80907

- I. **Call to Order:** Neah Douglas called the meeting to order at 6:05pm
 1. **Roll Call:** Neah Douglas, Rita Issaghlian, Peter Ristig, Laurie Ristig, Raj Solanki, Martin Schneider, Eva Manz-Jackson, Brandy Carsten, Brenda Holmes
 2. **Public Comment:** None
- II. **What is a Waldorf Teacher**
 1. Individual comments and conversation on Jack Petrash's Book and how it applies to the hiring process.
- III. **H.R. – Non-Discriminatory Practices**
 1. Presentation by Peter Ristig – PowerPoint presentation covering types of interview questions, evaluating answers and responses, legal issues when interviewing/illegal questions. Quiz - Is it legal?
- IV. **Job Descriptions**
 1. Teacher jobs have been posted Waldorf World, Waldorf Today, and The Anthroposophical Society job board. After March 5th, job postings will be posted on the school website as well as a more general teaching job boards (non-Waldorf specific). Non -teacher job listings will also be posted.
- V. **Applicant Questions: Prescreening/Interview**
 1. Questions will be re-formatted to situational/behavioral questions so that Waldorf and non-Waldorf trained teachers can be asked similar questions and evaluating criteria can be more easily compared.
- VI. **Hiring Process and Google Docs**
 1. All applicants are listed in Google Docs and all pertinent information is provided. Assigned HC members will complete the highlighted boxes, and applicants will move forward (or not) in the hiring process after thorough review.
 2. Possibility that teachers who make it through to the second interview will give a lesson to the hiring committee. Undecided as of yet how or if this would commence.
- VII. **Review Interview availability**
 1. HC members need to input their schedules into the calendar on Google Docs so that availability can be determined for interviews. Interviewers will be given access to specific information on applicants they are assigned.

VIII. Adjournment – Meeting adjourned at 8:15

Respectfully submitted by:

Laurie Ristig/Secretary

2-25-13