

**SAN DIEGO POLICE DEPARTMENT  
PROCEDURE**

**DATE:** JUNE 20, 2017  
**NUMBER:** 5.09 – HUMAN RESOURCES  
**SUBJECT:** EMPLOYMENT INTERVIEWS  
**RELATED POLICY:** 5.09  
**ORIGINATING DIVISION:** HUMAN RESOURCES  
**NEW PROCEDURE:**   
**PROCEDURAL CHANGE:**  **MINOR CHANGES**  
**SUPERSEDES:** DP 5.09 - 12/20/2013

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**I. PURPOSE**

This Department procedure establishes guidelines for conducting employment interviews.

**II. SCOPE**

This procedure applies to all members of the Department.

**III. BACKGROUND**

It is the policy of the Civil Service Commission to ensure all interviews and selections are conducted in a fair, practical, and professional manner that allows equal opportunity to all applicants.

**IV. PROCEDURES**

Employment interviews include interviews conducted for the purpose of selecting sworn and civilian personnel for investigative and specialized assignments, transfers, as well as selections of new hires and promotions.

- A. Interviews will be conducted in accordance with City Personnel Manual Section F-1, Appointing Authority Interviews and Selections, and the addendum “An

Interview Guide for the Appointing Authority,” with the exception of informal interviews for sworn members.

- B. All personnel in a supervisory capacity will receive Appointing Authority Interview Training (AAIT), and Update AAIT, which can be arranged through SuccessFactors. City Personnel staff conducts the training class. Update AAIT is required once every five years following initial training.
1. Formal Interviews:
    - a. Interview questions, factors, and criteria will be developed for all formal interviews by the command filling the vacancy. The Police Human Resources Unit must approve all questions, factors, and criteria prior to the start of the interview.
    - b. Templates for both the interview questions and factors/criteria are located on the Department’s LAN system (F:/Templates/Administrative) and are titled “Interview Questions Form” and “Interview Rating Sheet Form.”
    - c. In all cases, the chair of each interview board must have completed Appointing Authority Interview Training (AAIT), or update AAIT within the past five years.
  2. Informal Interviews for Sworn Transfers:
    - a. An Informal Interview for Sworn Transfers is an informal meeting with the candidate to discuss details of the job and give the candidate the opportunity to present his/her qualifications.
    - b. The interview should be conducted by one person (no interview panel) with no formal interview questions being asked. Note taking is kept to a minimum and used only to refresh the interviewer’s recollection of the candidate’s qualifications.
- C. The In-Service Training Unit will maintain a current listing of trained personnel authorized to conduct interviews and will provide an updated listing to the Human Resources Unit on request.
- D. Each supervisor will be responsible for making arrangements with the City Personnel Department (via SuccessFactors) to take Appointing Authority Interview Training or Update AAIT as needed. Newly promoted police sergeants will receive this training during New Sergeant Training.

NEW

- E. In order to document fair employment procedures, complete records of all facts surrounding selection decisions must be made and retained for three years, in accordance with City Personnel Manual Section F-1.