

WEST JEFFERSON HILLS SCHOOL DISTRICT
835 Old Clairton Road
Jefferson Hills, PA 15025

TEACHER INTERVIEW GUIDE

PART I. INTERVIEW GUIDELINES AND PROCEDURES

Target Position _____ Date _____

Candidate _____ Interviewer(s) _____

Preparation Checklist

1. Review application materials, including resume (curriculum, vitae), and any application forms.
Decide which jobs/experiences are most relevant to the target job.
2. Prepare to conduct the background review.
 - Note any jobs/experiences on which you are unclear or would like more information.
 - Note any gaps in employment.
3. Prepare the Initial Interview Questions.
 - Modify questions to better fit the candidate's experience.
 - Decide if the order of the questions should be changed; develop additional questions if necessary.
4. Estimate the time needed to cover each section of the Interview Guide

Outline for Opening the Interview

1. Greet the applicant, giving your name and position.
2. Explain the interview's purpose:
 - To acquaint interviewer and applicant
 - To learn more about the applicant's background and experience
 - To help the applicant understand the position and organization
3. Describe the interview plan:
 - Briefly review jobs/experiences.
 - Ask questions to get specific information about those jobs/experiences.
 - Provide information about position and organization.
 - Answer candidate's questions about the position and organization.
 - Point out that you both will get information needed to make good decisions.
 - Indicate that you will be taking notes.
4. Explain the job's essential functions and ask if the candidate can perform the essential functions with or without reasonable accommodation (required by law).
5. Make transition to the Initial Interview Questions.

PART II. AREAS OF EVALUATION

- A. **Professional Experience**
 - grade level/subject experience
 - student teaching/teaching experience/other related experience

PART II. AREAS OF EVALUATION (continued)

- B. Educational Level and Achievement**
 - areas of certification
 - earned degrees
 - transcripts
 - State/National test scores
 - demonstrated professional success

- C. Professional Knowledge**
 - grade level/subject knowledge
 - child development
 - “best practice”
 - adaptation of curriculum for special needs students
 - team work/collaboration

- D. Professional Development**
 - examples of sustained interest in professional development such as conferences, special training, continuing education programs ...
 - job fit/motivation
 - innovation/creativity
 - flexibility/adaptability
 - initiative
 - work ethic

- E. Communication Skills**
 - speaking, writing, listening

- F. Organizational Skills**
 - planning/organizing
 - problem analysis/problem solving
 - classroom management

- G. Professional Presentation**
 - composure during the interview
 - preparation for the interview
 - personal characteristics

- H. References** (relevant references are to be contacted for recommended candidates)

PART III. INTERVIEW CLOSE

- 1. Additional Information**
 - Review notes
 - Ask any additional questions
 - Give the applicant the opportunity to ask questions. (Note the questions asked here)

- 2. Obtain a Writing Sample**
 - Ask all applicants to provide a writing sample listing computer programs that they are able to utilize (especially the name of the programs and their level of proficiency: word processing, spread sheets, and data base management) and how they would incorporate computer technology into their lesson plans/curriculum. Limit the writing sample to one (1) page (front and back).

- 3. End the Interview**
 - Explain the next steps in selection process.
 - Thank the applicant for a productive interview.