

TECHNIQUES FOR PLANNING, IMPLEMENTING & EVALUATING THE

INTERVIEW



WHAT'S TYPICAL?

5-7
SECONDS
LOOKING AT
A C.V.

68%
OF EMPLOYERS
LOOK UP
CANDIDATES
ON FACEBOOK

1 IN 3
RECRUITERS REJECT
CANDIDATES BASED
ON SOMETHING
FOUND ONLINE

CONDUCT
3-5
IN-PERSON
INTERVIEWS
FOR ONE
POSITION

ALLOW
3-4
DAYS FOR
CANDIDATE
TO ACCEPT
POSITION

6 STEPS TO

success

Build Rapport

1

"Hi Kari, thanks for coming in today. I am _____, the principal here at _____. This is _____ our vice principal. Did you find the place ok? Can I get you some coffee or water?"



Establish Structure

2

"During the next half hour, I will be asking you questions related to the skills necessary for the position. I may jot down some notes to help me remember our discussion. My associate will then ask you some questions that will help us gauge your fit with our school culture. And finally we will give you an opportunity to ask any question you have about us or the position to determine if it is a good fit for you."

Preview Job

3

"Before we get started, we would like to make sure you have a good understanding of the position we are hiring for..." (explain the primary responsibilities of the job, organizational structure, and other general information.)

Close Interview

6

"Thanks for coming in. We really appreciate your interest in this position. We are going to conduct final interviews the week of _____. We will get back to everyone by Wednesday of next week. If you have questions in the meantime, please feel free to contact _____"

Ask Questions

4

"Here is the first question for you." (Ask the planned behavioral competency* questions as well as critical thinking** questions and follow-up questions.)

Encourage Questions

5

"We want to make sure to give you an opportunity to ask any questions that you have about the position or the school. What questions do you have?"

* Behavioral competency questions address hard skills, tangible experience, and program proficiencies that a candidate will need for the job. Be careful, though! Following a strict playbook of these questions can lead to an inflexible process and the wrong candidate.

** Critical thinking questions address problem-solving, innovation, creativity, and communication skills. Including these types of questions help you evaluate how the candidate will function on your team when the going gets tough.

QUESTIONS TO REVEAL CRITICAL THINKING, PROBLEM-SOLVING AND INNOVATION



If you had \$40,000 to build your own business what would you do?



How many golf balls can fit into a school bus?



How many times a day do a clock's hands overlap?



In five minutes can you explain something to me that is very complicated but that you know very well?

Engaging Personality

Good Rapport with Students

Knowledge of Subject Matter

Knowledge of Curriculum & Standards

Passion for Children

High Expectations

Clear Lesson Objectives

Effective Discipline Skills

Good Communication with Parents

THESE ARE THE TOP QUALIFICATIONS THAT PRINCIPALS ARE LOOKING FOR IN TEACHERS

WE ENCOURAGE YOU TO SHARE THIS DOCUMENT WITH OTHERS. PERMISSION TO COPY, DISTRIBUTE, AND OTHERWISE USE THIS DOCUMENT IN WHOLE OR IN PART IS GRANTED AS LONG AS APPROPRIATE ACKNOWLEDGEMENT IS GIVEN. COPYRIGHT © 2024 CARE OPTIONS FOR KIDS.



Resources used to create this infographic:
askmanager.org
theundercoverrecruiter.com
educationworld.com
teachingmonster.com
League of Minnesota Cities,
"Select for Success"
careoptionsforkids.com