****

**TEACHER**

**INTERVIEW**

**PACKET**

**Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Interviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Teacher Candidate Evaluation Form**

|  |  |  |
| --- | --- | --- |
| ***Name*** | ***Current Position*** | ***Application Received*** |
|  |  |  |
| **RATE THE CANDIDATE USING THE RUBRIC BELOW** | | |

**Paper Screen**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 1: Background and Experience – Use Application Materials** | | | | |
| **Educational Preparation** | | | | |
| GED  5 | HS Diploma  10 | Apprenticeship/Trade School  15 | AS/AAS/BA/BS  20 | Score    /20 |
| **Correlation Post HS Education to Position** | | | | |
| Not Relevant  0 | Somewhat Relevant  10 | Relevant  15 | Very Relevant  20 | Score  /20 |
| **Industry / Trade Experience** | | | | |
| 2 Years  10 | 3 – 5 Years  20 | 6 – 10 Years  25 | More than 10 Years  30 | Score  /30 |
| **Experience in the CTE Classroom** | | | | |
| None  0 | One to Two Years  6 | Two to Four Years  14 | More than Four Years  20 | Score  /20 |
| **Application Materials** | | | | |
| Incomplete  0 | Complete  5 | Complete / Good  7 | Complete / Excellent  10 | Score  /10 |
| **Total Score – Section 1** | | | | **/100** |

**Cut Score:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Interview:** **Yes** \_\_\_\_\_\_\_\_\_\_ **No**\_\_\_\_\_\_\_\_\_\_

**Teacher Candidate Evaluation Form**

**Round 1: Introductory Interview**

**(Interview Length: 30 Minutes)**

**[Names]:** Welcome & Introductions / Conversation with Candidate

|  |  |
| --- | --- |
| **Interview Questions – Issue a rating from 1-10 (10 being the highest) based upon the candidates response** | |
| ***Question*** | ***Score*** |
| 1. Tell us about yourself.  **Notes**: |  |
| 2. What do you know about RMCTC, and why have you applied for this position?  **Notes:** |  |
| 3. What interactions have you had with high school students?  **Notes:** |  |
| 4. If you are their teacher, what would you do to motivate your student?  **Notes:** |  |
| 5. Our brief review of the School Year, Salary range, Benefits, Pension, Certification Rudiments, etc.  **Notes:** |  |
| **Total Score – Section 1** | **/50** |
| Personal Characteristics – Issue a rating from 1-10 (10 being the highest) regarding the observable traits the candidate presented during the interview | |
| ***Personal Characteristics*** | ***Score*** |
| Candidate listened with attentiveness when appropriate. |  |
| Candidate clearly communicated appropriate motivation for becoming a teacher. |  |
| Candidate’s interview reflected a positive outlook and attitude. |  |
| Candidate appeared to be physically healthy, energetic, and capable of the required tasks to include the pursuit of emergency/intern/Voc I/Voc II certifications. |  |
| Candidate articulated experience in supervision. |  |
| Candidate demonstrated a demeanor that would “connect” with teenagers. |  |
| Candidate dressed professionally for the interview. |  |
| Candidate was articulate and used good verbal communication skills. |  |
| Candidate made good eye contact and appropriate interaction with interview team. |  |
| Candidate displayed a passion for learning and commitment to working with students. |  |
| **Total Score** | **/100** |
| Personal Characteristics – Issue a rating from 1-10 (10 being the highest) regarding the observable traits the candidate presented during the interview | |
| ***Personal Characteristics*** | |
| What single characteristic of the candidate leads you to believe they can become an outstanding educator? | |

**Candidate Advances to Q&A Interview: Yes\_\_\_\_\_ No\_\_\_\_\_**

**Teacher Candidate Evaluation Form**

**Round 2: Q&A Interview**

**(Interview Length: 60 minutes)**

**[Director]:**  Introductions / Overview of Interview Process / Salary and Benefits / Timeline for Hiring / Candidate Availability

**[Name]:** Review of PDE Certification Requirements / Temple University Requirements

**[Names]:** Ask Candidates 20 Questions / Follow-up Questions by Committee Members / Questions from Candidate

|  |  |
| --- | --- |
| **Interview Questions – Issue a rating from 1-10 (10 being the highest) based upon the candidates response** | |
| ***Question*** | ***Score*** |
| 1. Take just a few minutes to walk the interview team through your employment experiences and highlight those which you believe have specifically prepared you for this opportunity.  **Notes:** |  |
| 2. Outstanding educators believe…”If a child can’t learn the way I teach, then maybe I should teach them the way they learn.” What does that statement mean to you? Give some examples of how you will differentiate instruction to help ALL students learn?  **Notes:** |  |
| 3. Give an example of a negative situation that occurred during your career and explain how you turned it around to affect a positive outcome?  **Notes:** |  |
| 4. What do you perceive will be your three greatest challenges as you consider a change of careers?  **Notes:** |  |
| 5. What is the difference between a good teacher and a great teacher?  **Notes:** |  |
| 6. In contrast with vocational education, the Job Ready PA initiative of 2006 promoted efforts to help all students, including career and technical education students, become both college and career ready. What are your thoughts about this major shift?  **Notes:** |  |
| 7. Students will need to learn math skills to be successful in your program. Think about information you know you will ultimately have to teach to your students. Focusing on that information, identify a math activity you could incorporate into the lesson and explain how you might go about facilitating that lesson. Follow up…in this scenario as you described it, what would you do to ensure students have developed an understanding of that math skill?  **Notes:** |  |
| 8. What current certifications have you obtained which would provide evidence of having the ability to teach a curriculum in automotive technology? (i.e. ASE, Factory-certified, PA Inspection/Emissions, etc.)  **Notes:** |  |
| 9. What do you consider to be your areas of strength in automotive repair?  **Notes:** |  |
| 10. What do you consider to be your areas of weakness in automotive repair, and how would you recommend you go about strengthening your skills in these areas to feel confident in teaching them?  **Notes:** |  |
| 11. To be an effective teacher, how many hours do you feel you’ll need to invest beyond the normal work day? What do you specifically see yourself doing during that time?  **Notes:** |  |
| 12. There is a lot of talk about accountability in education…should CTE teachers be held accountable for the NOCTI scores of their students?  **Notes:** |  |
| 13. Identify some ideas you might have to help engage parents to become more interested in what their child is doing in your program, and to hopefully support your efforts in working with their child.  **Notes:** |  |
| 14. What do you feel are some of the major issues teenagers have to deal with? What would you do to help build positive relationships with students to enable you be a mentor to them while they are dealing with these issues?  **Notes:** |  |
| 15. You will be responsible for maintaining an Occupational Advisory Committee with a membership of 10-20 individuals. These individuals are an extension of your program and help to determine curriculum, inspect your facilities, recommend equipment, serve as judges and guest speakers, and provide opportunities for employment for students. Explain your initial thought about the process you might initiate to go about finding appropriate members for this committee.  **Notes:** |  |
| 16. Within a year of being hired, you will begin taking 9 credits per year to become permanently certified as a teacher in Pennsylvania. What are your initial thoughts about trying to balance family, work and college?  **Notes:** |  |
| 17. What is unique about you and the background you will bring to RMCTC that you feel will help you to connect with and engage teenage students.  **Notes:** |  |
| 18. To be an effective teacher, how many hours do you feel you’ll need to invest beyond the normal work day? What do you specifically see yourself doing during that time?  **Notes:** |  |
| 19. Share two situations where you demonstrated the principles of character and integrity.  **Notes:** |  |
| 20. Do you have any questions for us at this time?  **Notes:** |  |
| **Total Score – Section 2** | **/200** |
| Personal Characteristics – Issue a rating from 1-10 (10 being the highest) regarding the observable traits the candidate presented during the interview | |
| ***Personal Characteristics*** | ***Score*** |
| Candidate listened with attentiveness when appropriate. |  |
| Candidate was clear and concise when responding to questions. |  |
| Candidate’s interview reflected a positive outlook and attitude. |  |
| Candidate appeared to be physically healthy, energetic, and capable of the required tasks. |  |
| Candidate’s attitude reflected a sense of responsibility and motivation. |  |
| Candidate demonstrated a demeanor that would “connect” with teenagers. |  |
| Candidate dressed professionally for the interview. |  |
| Candidate was articulate and used good verbal communication skills. |  |
| Candidate made good eye contact and appropriate interaction with interview team. |  |
| Candidate displayed a passion for learning and commitment to working with students. |  |
| **Total Score – Section 3** | **/100** |
| Comments/Notes – Write any comments below relating to your evaluation of this candidate | |
|  | |

**Candidate Advances to Interactive Interview: Yes\_\_\_\_\_ No\_\_\_\_\_**

**Teacher Candidate Evaluation Form**

**Round 3: Interactive Interview**

**(Interview Length: 90 minutes)**

**[Director]:** Candidate Questions / Overview of Interview Process for the Day / Sample Lesson

**[Name]:** Questions / Candidate Questions

**[Name]:** Visit Shop / Complete Writing Samples (could include a math test or skill assessment as well)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RATE THE CANDIDATE USING THE RUBRIC BELOW** | | | | | | | | |
| **Section 1: Lesson Delivery – Issue a rating from 0-10 (10 being the highest)** | | | | | | | | |
|  | Poor | Below Average | Average | Good | Very Good | | Excellent | Total |
| Points | 0 | 1 – 2 | 3 – 4 | 5 – 6 | 7 – 8 | | 9 – 10 |  |
| Lesson Plan Preparation |  |  |  |  |  | |  |  |
| Established Objectives / Stated Importance |  |  |  |  |  | |  |  |
| Connected to Previous Knowledge |  |  |  |  |  | |  |  |
| Explained Content Clearly (req. knowledge) |  |  |  |  |  | |  |  |
| Explained Directions (demonstration) |  |  |  |  |  | |  |  |
| Lesson Flowed Smoothly |  |  |  |  |  | |  |  |
| Use of Technology |  |  |  |  |  | |  |  |
| Handouts / Visual Aides Utilized |  |  |  |  |  | |  |  |
| Overall Preparation |  |  |  |  |  | |  |  |
| Maintained Student Interest |  |  |  |  |  | |  |  |
| Sub-Total |  | | | | | | | **/100** |
| **Section 2: Interview Questions – Issue a rating from 1-10 (10 being the highest) based upon the candidates response** | | | | | | | | |
| ***Question*** | | | | | | ***Score*** | | |
| 1. You had the opportunity to sit at this table before and have been able to reflect on that experience. Based on that reflection, what one piece of information do you wish you would have shared with us that perhaps went unsaid?   **Notes:** | | | | | |  | | |
| 1. How can a single teacher diversify his/her teaching style to reach a wide array of special needs students?   **Notes:** | | | | | |  | | |
| 1. If offered the position, what would you want to do between today and your first day with students in August, to get ready for your class?   **Notes:** | | | | | |  | | |
| 1. Describe your plan for maintaining a safe environment for all of your students?   **Notes:** | | | | | |  | | |
| 1. In the next 30 seconds…name as many resources as you can think of which you could use to instruct your students?   **Notes:** | | | | | |  | | |
| 1. What special attributes do you have that will make you the right teacher for this job?   **Notes:** | | | | | |  | | |
| 1. What types of professional development do you feel you will need in order to perform your job effectively?   **Notes:** | | | | | |  | | |
| 1. What resources will you utilize to help you develop lesson plans in content areas where you feel the least prepared from an experience standpoint?   **Notes:** | | | | | |  | | |
| 1. Identify five (5) character traits about yourself which you believe might separate you from the other candidates and which would form the basis for this committee to recommend hiring you.   **Notes:** | | | | | |  | | |
| 1. What is your biggest concern when thinking about this job? How do you intend to overcome it?   **Notes:** | | | | | |  | | |
| **Total Score – Section 2** | | | | | | **/100** | | |
| **Section 3: Math Assessment** | | | | | | | | |
| **Total Score – Section 3** | | | | | | **/100** | | |
| **Section 4: Writing Activities – Issue a rating from 1-20 (20 being the highest) regarding the observable traits the candidate presented during the interview** | | | | | | | | |
| ***Use of Technology / OAC Letter*** | | | | | | | ***Score*** | |
| Candidate identified most of the computer technology resources available for use by teachers. | | | | | | | /20 | |
| Candidate provided an understanding of how the identified resources can be used to help students. | | | | | | | /20 | |
| Candidate was able to articulate the role of the advisory committee following the information provided to him/her throughout the interview process. | | | | | | | /20 | |
| Candidate’s letter to the business owner is compelling. | | | | | | | /20 | |
| Candidate’s handwriting is legible | | | | | | | /20 | |
| Content of letter was targeted, concise, and appropriate. | | | | | | | /20 | |
| Spelling, punctuation, sentence/paragraph structure is accurate | | | | | | | /20 | |
| **Total Score – Section 4** | | | | | | | **/140** | |

**Candidate Rating Summary**

|  |  |  |
| --- | --- | --- |
| **Section** | **Possible Score** | **Actual Score** |
| **Paper Screen** | | |
| **Score** | **100** |  |
| **Round 1 – Introductory Interview** | | |
| **Score** | **100** |  |
| **Round 2 – Q&A Interview** | | |
| **Questions** | **200** |  |
| **Personal Characteristics** | **100** |  |
| **Round 3 - Interactive Interview** | | |
| **Lesson Delivery** | **100** |  |
| **Interview Questions** | **100** |  |
| **Math Assessment** | **100** |  |
| **Writing Assessment** | **140** |  |
| **OVERALL SCORE** | **940** |  |

|  |  |
| --- | --- |
| **FINAL RANK** |  |

**RMCTC Interviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PERSONAL NOTES**

**WRITING ASSESSMENT**

**Note to Candidate:** You will have 45 minutes to complete the following two writing activities

**Writing Activity #1**

Briefly reflect on the visit to the [XXX] lab/classroom and share some thoughts about your observations (i.e. what did you like/dislike about the facilities/layout of the shop, what do you feel might be changed/eliminated/added, etc.

**Writing Activity #2**

Draft a letter to a business owner encouraging him/her to join your Occupational Advisory Committee.