Interview Process

*Job Description -*should have a teacher job description. Some expectations that need to be in the description:

* Duties/responsibilities
* Professionalism
* Budgeting requirements
* Motivation to work with students
* Academically engaged – both via certification process and ACT 48/professional certifications
* Teamwork
* Community Involvement
* Industry involvement - OAC

*Advertising for candidates:*

* Newspaper – small ad referring to website
	+ Weekly local papers
	+ Daily papers
* Indeed.com
* PACTA
* Social Media
* Local Organizations
* Local Universities
* Signboard outside of the school
* Current teachers – many will start to “grow their own”

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| **First Interview** | **Second Interview** |
| Guiding questions – to gauge experience and personality | Teaching a lesson – something from the task list |
| Content specific questions from the task list | Guiding questions – related to the lesson and the planning process used in creating the lesson |
| Salary/Benefits | Have the candidate perform an authentic task: writing a letter to a parent, creating a PowerPoint on a certain topic, etc. This usually occurs after the 2nd interview is completed. |
| Educational Requirements – some started with this so that the candidate could decide if he/she wanted to proceed (some did this on the phone when they called about interviewing) | Give various scenarios for the candidate to answer during the interview |
| Technology Test – 3rd party test |  |

Most schools were using the standard application. This gave the administrator info to the salary history, references and the answers to the criminal history questions.

Most schools did reference checks after the 2nd (last interview).

Interview Committee: varies greatly between schools

* Administrators
* JOC members – most schools only have JOC members at administrators interviews
* If a multi-teacher program – the other teacher(s) in that program
* Retiring teacher
* Someone from the CBA that is not a teacher – guidance counselor, co-op
* Industry expert

Make sure that all members of the committee understand their role and the questions that can’t be asked.