



Position: _____

Location: _____

School Year: _____

Date: _____

Candidate Name: _____

Interviewer Name: _____

Interviewer Job Title: _____

Additional Panel Members Present	Job Title

Note to Selectors:

Your expertise, and service to the district put you in the unique and elevated position to assist in determining who will be selected for this position. This interview will provide an opportunity to further consider a candidate who has demonstrated potential for this position based on an initial resume screen, performance activity and/or current position in our district.

The following pages reflect formal interview questions designed to require 25 minutes. Please feel free to ask appropriate follow-up questions of any and all candidates, while making sure to ask these same formal questions of each candidate in a consistent manner. You must score each candidate's response to each question, referencing the following guidelines as necessary:

Scoring Guide:

- 1 – Failing (Did not sufficiently answer question)
- 2 – Needs Improvement (Answered question, but not very insightful)
- 3 – Proficient (Answered question in a relevant way with detail and insight)
- 4 – Distinguished (Completely answered question in a way we are looking for, including detail and applicable examples)

Before you begin, please take one minute for a brief introduction. Also take up to 2-3 minutes at the end of the interview for any questions from the candidate. If there are questions presented that you cannot answer, you may point the candidate back to your Human Resources representative.

Greetings and Introductions: Each member of the selection panel should introduce themselves and their role before proceeding to the formal questions.

“Thank you for your interest in serving as a _____ in our District. Today’s interview will consist of a series of formal questions to learn more about you as a candidate, and your potential fit to serve in this capacity. We will also leave some time at the end for any questions you may have. This session should take no more twenty-five minutes.”

Formal Interview Question (s):

1.

Notes:

Scoring Rubric:

- 1 – Failing (Did not sufficiently answer question)
- 2 – Needs Improvement (Answered question, but not very insightful)
- 3 – Proficient (Answered question in a relevant way with detail and insight)
- 4 – Distinguished (Completely answered question in a way that includes detail and applicable examples)

2.

Notes:

Scoring Rubric:

- 1 – Failing (Did not sufficiently answer question)
- 2 – Needs Improvement (Answered question, but not very insightful)
- 3 – Proficient (Answered question in a relevant way with detail and insight)
- 4 – Distinguished (Completely answered question in a way that includes detail and applicable examples)

3.

Notes:

Scoring Rubric:

- 1 – Failing (Did not sufficiently answer question)
- 2 – Needs Improvement (Answered question, but not very insightful)
- 3 – Proficient (Answered question in a relevant way with detail and insight)
- 4 – Distinguished (Completely answered question in a way that includes detail and applicable examples)



4.

Notes:

Empty box for notes.

Scoring Rubric:

- 1 – Failing (Did not sufficiently answer question)
- 2 – Needs Improvement (Answered question, but not very insightful)
- 3 – Proficient (Answered question in a relevant way with detail and insight)
- 4 – Distinguished (Completely answered question in a way that includes detail and applicable examples)

5.

Notes:

Scoring Rubric:

- 1 – Failing (Did not sufficiently answer question)
- 2 – Needs Improvement (Answered question, but not very insightful)
- 3 – Proficient (Answered question in a relevant way with detail and insight)
- 4 – Distinguished (Completely answered question in a way that includes detail and applicable examples)

Wrap Up Script:

This concludes the formal portion of the interview, do you have any questions for us?
(Take up to 2 -3 minutes for questions.)

Thank you for your time. An HR representative will be in touch with you in the coming week to inform you of where you stand in the selection process.

Scoring/Recommendation:

Component	Points
Total Points: Formal Interview Questions	/ 20

Candidate's Specific Strengths & Areas for Growth

Recommendation
<p>Do you recommend advancing this candidate for hire?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe (If Maybe, please describe below)</p>
<p>Do you recommend advancing this candidate to the next phase of the selection process (if applicable)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe (If Maybe, please describe below)</p>