

Lead Teacher Structured Interview

The following structured interview has been designed for a Lead Teacher. A structured interview is a selection tool in which all candidates are asked the same questions and evaluated on the same predetermined rating scale.

When interviewing, our natural tendency is to focus on the question we are asking, but the key in selection is to compare the answers given by each candidate. The best answers are specific and related, noting the people, place, and time. The structured interview brings consistency to the interview process and creates a fairer process for your candidates.

Please set aside 45 to 60 uninterrupted minutes for each interview.

Please ask each candidate the same questions in the same order.

Please select a score (0-3) for each question and total the score at the end of the interview.

Please utilize the notes section to summarize each interview.

Name:	Interviewer:	Date:
SIX COMPETENCIES	A: Experienced	B: Patient
	C: Relationship Builder	D: Mentor
	E: Committed Professional	F: Problem Solver

A: Experienced Tell me about a time when your ability to manage a classroom helped you professionally.

0-No Answer/Skip	2-Specific Answer (name, time, job etc)
1-Vague/General	3-Specific and mentions "always watching and or aware"

B: Patient Give me an example of an uncomfortable or awkward work circumstance. What was the situation, and how did you manage it?

0-No Answer/Skip	2-Specific Answer (name, time, job, etc)
1-Vague/General	3-Specific and mentions "remained calm and or patient and or listened"

C: Relationship Builder Building relationships are significant in this role; please provide an example of how you build relationships with your students and their caretakers.

0-No Answer/Skip	2-Specific Answer (name, time, job etc)
1-Vague/General	3-Specific and mentions "take time to get know them and or focus on their needs and or listen"

D: **Mentor** What makes for a good mentoring relationship? Describe a time when you mentored someone at work. Was it formal or informal? Who were they, and what was the outcome?

0-No Answer/Skip	2-Specific Answer (name, time, job etc)
1-Vague/General	3-Specific and mentions "trust and or get to know each other and learn from each other"

E: **Committed Professional** Tell me about a specific time you went above and beyond at work.

0-No Answer/Skip	2-Specific Answer (name, time, job etc)
1-Vague/General	3-Specific and mentions "pride or proud"

F: Problem Solver Tell me about a time when your plan was not working, and you had to change course to find the solution. What happened, and what was the result?

1-Vague/General	3-Specific and mentions "talked to colleague/peer and or research"
0-No Answer/Skip	2-Specific Answer (name, time, job etc)

A: Experienced Describe a time you had to adjust your teaching style to reach a struggling student. What was the situation, and what was the outcome?

0-No Answer/Skip	2-Specific Answer (name, time, job etc)
1-Vague/General	3-Specific and mentions "focused one-on-one or gave more time/attention"

B: Patient Tell me about an intense work situation you have faced in the past. What was the situation and the outcome?

0-No Answer/Skip	2-Specific Answer (name, time, job, etc)
1-Vague/General	3-Specific and mentions "stayed calm and or patient"

C: Relationship Builder What, in your opinion, are the keys to maintaining successful workplace relationships? Can you give examples of how you have implemented these principles at work?

0-No Answer/Skip	2-Specific Answer (name, time, job etc)
1-Vague/General	3-Specific and mentions "get to know people personally and or trust"

D: **Mentor** Have you ever had a mentor at work? If so, what was their role, and how did they impact you?

0-No Answer/Skip	2-Specific Answer (name, time, job etc)
1-Vague/General	3-Specific and mentions "cared and or open/vulnerable and or built trust"

E: **Committed Professional** Can you tell me about a mistake you made at work and had to be held responsible for?

	2-Specific Answer (name, time, job etc)
1-Vague/General	3-Specific and mentions "learned from the situation"

F: Problem Solver Tell me about the most challenging work relationship you've ever experienced (you don't have to name names). What was the issue? Were you able to resolve the problem? What was the outcome?

0-No Answer/Skip	2-Specific Answer (name, time, job etc)
1-Vague/General	3-Specific and mentions "get to know them and or sought to understand and or listened to them"
Give an extra point	If the candidate mentions "resolved and or became friends"

Total Score:	Salary Requirements:	2 nd Interview: Y / N