

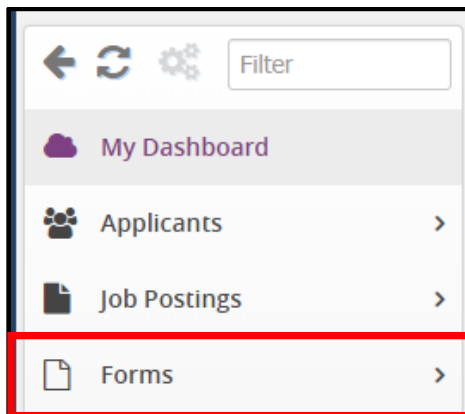
Directions: Decide on a set of interview questions per job posting. There are three sets of interview questions you can select from:

- Certificated Interview Questions Form A
- Certificated Interview Questions Form B
- Job Fair – Interview Questions

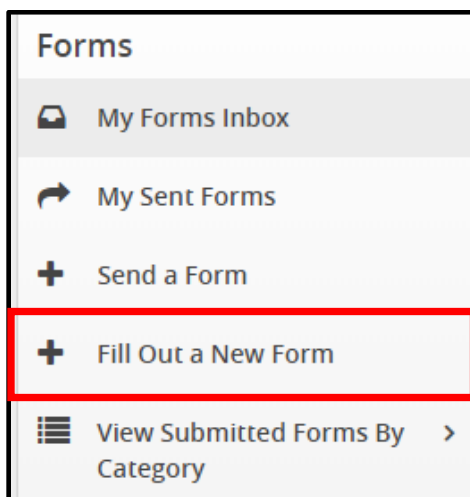
For example, if you are hiring for 1st grade and plan to interview 4 applicants, you will need to use the **same set** of questions for all 4 interviewees.

Also, if you wish to use the Job Fair – Interview Questions, and decide to create your own additional questions, these **must** be approved by Human Resources prior to using.

Step 1: Click Forms



Step 2: Click Fill out a New Form



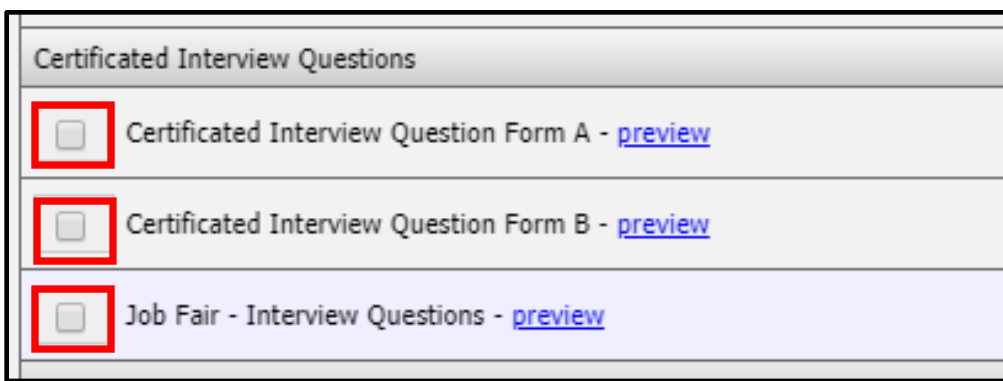
Step 3: Scroll to Certificated Interview Questions category



Certificated Interview Questions

Step 4: Selecting interview questions

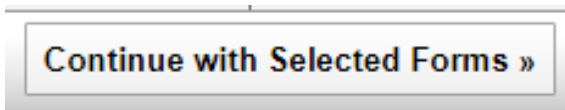
- Check the box next to the interview question set you wish to use



Certificated Interview Questions

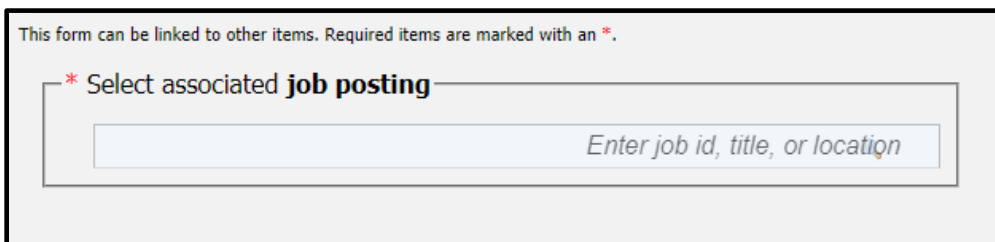
<input type="checkbox"/>	Certificated Interview Question Form A - preview
<input type="checkbox"/>	Certificated Interview Question Form B - preview
<input type="checkbox"/>	Job Fair - Interview Questions - preview

- Scroll to the bottom of the page and select



Continue with Selected Forms »

Step 5: Type job posting number that you are interviewing for



This form can be linked to other items. Required items are marked with an *.

* Select associated **job posting**

Step 6: Conduct your interview and fill out form

- Examples of Job Fair and Certificated Interview Question Form B

Job Fair - Interview Questions

Organization: Everett Public Schools
Assigned To: User - mobrien Job ID: 3003 - Teacher - Kindergarten (2020-21) ...
[Show History](#)
[Remove Applicants or Employees](#)

Please answer the questions below.

Directions

You **must** ask at least **five** questions in total, three of which **must** be District created and two can be District and/or School Specific questions.

Interview Questions:

Question (Withitness)

Which classroom routine do you have the most difficulty implementing in your classroom? How do you introduce it, review it, and reinforce it throughout the school year?

If you can't get an answer, try these:

How do students come into your classroom?

What do students do when they finish a task?

How do students line up when they go to lunch?

How do you set up collaborative routines in your classroom?

How do you transition from one learning activity to another in your classroom?

Rubric

<input type="checkbox"/> DOES NOT MEET	<input type="checkbox"/> MEETS	<input type="checkbox"/> EXCEEDS
<ul style="list-style-type: none"> No vulnerability Not able to cite examples Avoiding the answer 	<ul style="list-style-type: none"> Willingness and self-awareness to share struggles Able to identify a routine(s) Openness to trying new things 	<ul style="list-style-type: none"> Cites specific routines and shares implementation strategies Coming with ideas to share about potential changes or specific help needed

Administrator Notes:

Certificated Interview Question Form B

Organization: Everett Public Schools
Assigned To: User - mobrien Job ID: 3004 - 2nd Grade Teacher - (2020-21 ...
[Show History](#)
[Remove Applicants or Employees](#)

Please answer the questions below.

Everett Public Schools

Candidates Name

Subject Area/Level

Response Rating:

4 = An answer even better than the "indicator" answer defined below. (Includes all elements of the "look-for" answer and goes beyond in depth and/or breadth of response.)

3 = Answer to "indicator". This answer was determined by "subject matter experts" to be good answer.

2 = Includes some element(s) of the "indicator" answer, but not totally complete.

1 = A weak answer related to the question.

0 = A totally irrelevant answer.

Questions:

1. What qualities do you have that would enhance our teaching staff and Everett School District?

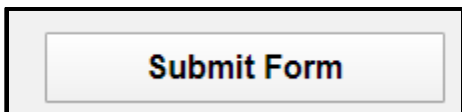
Indicators:

- Commitment to education.
- Energetic.
- Cooperative.
- Wants to be a member of a team.
- Has strong instructional skills.
- Professional.
- Cares about students and student success.

Type response:

Rating:

Step 7: Click Submit Form once interview is complete



Step 8: Repeat for additional applicants