

# TEACHER TALENT TOOLBOX

## Conduct Effective Interviews

### WRITE STRONG INTERVIEW QUESTIONS

Strong interview questions should be related to the most important teaching competencies that you have identified for your school and encourage the candidate to discuss specific examples in all of their answers.

To prepare for an interview:

- Select 1-2 questions for each teaching competency you are assessing during the personal interview;
- Consider the order in which the questions will be asked;
- Determine what good answers to each question sound like;
- Differentiate the interview depending on the candidate – for example, new teachers and veteran teachers often require different questions.

[Resource: Competency-aligned sample questions and scenario-based questions](#)

[Resource: Creating a Selection Model](#)

### STRUCTURE INTERVIEWS

Begin by setting the stage for the interview. Introduce yourself, and tell the candidate what they can expect from the interview and hiring process. Give the candidate some brief information on the position they are applying for. Then, after asking the questions that you selected for the candidate, leave time at the end of the interview for the candidate's questions. End the interview by telling the candidate what the next steps are in the hiring process.

Effective interviews are flexible, and resemble conversations - allow yourself to respond to the candidate and gather relevant information. As you listen to candidate responses, determine the strength of their question response and tailor your next step to the situation.

### ASK FOLLOW-UP QUESTIONS

If you don't have enough information, follow up! Ask probing questions to:

- Push candidates to expand upon or clarify their responses
- Push candidates to develop a variety of responses and solutions
- Sample prompts include: *Can you tell me more about...? What do you mean when you say...? Can you give me an example of...? Would you have done anything else about...?*

If candidate answers are still not specific, make note of a poor response.

Category	Response	Next Step
Excellent	Provides abundant evidence supporting the desired teaching	Move on to next question.
Strong	Provides some positive evidence, but there are gaps in information or an inconsistent pattern.	Ask additional follow-up questions to gather additional evidence.
Weak	Provides some generally negative evidence of the desired teaching competency or very limited positive evidence.	Offer the candidate a chance to clarify his/her position, provide additional evidence.
Poor	Candidate provides abundant negative evidence of the desired competency.	Document evidence and move on to the next question.