Interview Guidelines

1. Develop the list of Desired Qualities that match what you believe will be the qualities needed to be outstanding in the position.

2. Develop the list of questions that you believe will measure these qualities.

3. Develop the “listen for” that you believe would be the answers the most outstanding would give.

4. Develop the rating scale for “grading” the listen for.

5. Give all candidates the same set of questions.

6. Remember, it is an understanding and not a score that is important. Plot the graph.

7. Decide as a group and consider the investment of others in the success of the candidate.

Questions should be:

**SITUATIONAL**: “Here is a situation I would like you to ____________”
(Behaviors) “A student comes to you and ______ what would you do?”

**WHY QUESTIONS**: “Why did you want to become a teacher?”
(Beliefs) “What do you believe about __________?”

**SUCCESSES**: “Tell me about some methods that work well for you.”
“What successes have you had using ______?”

**FUTURE**: “What do you want to be doing in this class in one year?”
(Goals) “How would you like to be evaluated?”