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SCHOOL LEADERSHIP INTERVIEW GUIDE

Structured questions and a simple scorecard for hiring school-based professionals.

FIELD GUIDE / ADMINISTRATORS

1. PREPARE
2. ASK
3. ASSESS

SCHOOL STAFFING GUIDES

01 / BEFORE THE CONVERSATION

Make every interview count

A consistent, job-related process helps a school compare candidates fairly and document what matters.

01
DEFINE
Choose the job needs

02
ASK
Use the same core questions

03
RATE
Score the evidence

04
DECIDE
Agree on next steps

BEFORE CANDIDATES ARRIVE

- [ ] Confirm the role, grade range, setting, schedule, and required credentials.
- [ ] Choose the same six core questions for every candidate applying for this role.
- [ ] Agree on what a strong answer demonstrates and how the score scale will be used.
- [ ] Identify who will ask, record notes, verify credentials, and communicate next steps.
- [ ] Share relevant assignment facts, including caseload, supports, and work location.

FAIR-HIRING GUARDRAIL

Ask about job-related skills and responsibilities, not a candidate's age, disability, religion, family plans, or other protected personal information. Follow district policy and applicable law. For Clarifi contract placements, route pay and employment-term questions through the designated Clarifi contact.

02 / STRUCTURED QUESTIONS

Ask for evidence of practice

Use the same six core questions for all candidates in the same position. Request real examples and keep notes on actions and outcomes.

01 **INSTRUCTION OR SERVICE DELIVERY**

Walk us through a time you adjusted instruction or services to meet different student needs. What informed your decision?

Listen for: specific student need, planned adjustment, and how the candidate checked whether it helped.

Probe: What did you change after reviewing the results?

02 **IEP AND ROLE RESPONSIBILITIES**

Describe your experience carrying out IEP-related responsibilities that apply to your role. How did you stay organized and collaborate?

Listen for: accurate understanding of assigned duties, timelines, documentation, and coordination.

Probe: How did you verify that assigned supports were being delivered?

03 **CLASSROOM OR STUDENT SUPPORT**

Tell us about a challenging instructional or student-support situation you handled. What steps did you take?

Listen for: prevention, respectful response, school procedures, and sound professional judgment.

Probe: What would you continue or change based on what happened?

03 / STRUCTURED QUESTIONS

Listen for how they work

Keep the interview focused on demonstrated experience, not confidence, appearance, or a polished speaking style.

04 **TEAMWORK AND COMMUNICATION**

Describe a time you worked through a disagreement or communication challenge with school colleagues or a family.

Listen for: professionalism, listening, shared responsibility, and student-centered follow-through.

Probe: How did you keep the other people informed?

05 **PROGRESS MONITORING**

What information do you use to determine whether students are learning or services are effective? Give an example.

Listen for: appropriate measures, consistent review, and adjustments tied to real evidence.

Probe: What did the evidence lead you to change?

06 **REFLECTION AND READINESS**

Tell us about an experience that changed how you approach your work. What did you learn and apply?

Listen for: ownership, learning, constructive feedback, and preparation for the assignment.

Probe: What support helps you do your best work?

04 / PRINTABLE TOOL

Candidate interview scorecard

Score each response against the job requirements and the same agreed-upon criteria for each applicant.

Candidate: _____ **Role:** _____

Date: _____ **Interviewers:** _____

SCORE KEY 1 = Limited evidence 2 = Partial evidence 3 = Meets expectations 4 = Strong evidence

COMPETENCY	CIRCLE SCORE	EVIDENCE / NOTES
Instruction or services	1 2 3 4	
IEP / role responsibilities	1 2 3 4	
Student support	1 2 3 4	
Collaboration	1 2 3 4	
Progress monitoring	1 2 3 4	
Reflection and readiness	1 2 3 4	

A score supports discussion. Review required credentials separately, and document the evidence behind each rating.

05 / AFTER THE INTERVIEW

Decide from the evidence

Complete the debrief promptly. Keep the scoring and documentation consistent with district policy.

CONFIRM THE NON-NEGOTIABLES

- [ ] Credentials / endorsements verified through the proper process
- [ ] Grade levels, setting, schedule, and location match the opening
- [ ] Unanswered role questions or material differences documented

PANEL DEBRIEF

Strongest role-related evidence:

_____

Skill or qualification needing verification:

_____

Questions the candidate asked:

_____

NEXT ACTION

- [ ] Advance
- [ ] Hold / clarify
- [ ] Do not advance

Owner: _____ **By date:** _____

RESEARCH & USE NOTES

U.S. Office of Personnel Management | Structured Interviews
U.S. Equal Employment Opportunity Commission | Hiring / Interview Inquiries