

Recruiting and Hiring Administration Interview

This summary is about an interview I conducted with one of my administrators about interviewing potential employees at our school and then the hiring process that takes place afterwards. There were several points in my discussion that stood out for me including if someone gets priority, what is considered a good answer, and how references are regarded.

The first idea that caught my attention was whether or not we give a candidate priority in the selection for the interview and does that continue in the hiring stage. So, we are a K-8 school with only a few minority teachers and paras, 4 out of 40 and only a few men, 8 out of 40. Therefore, it seems reasonable that we would accept all interviews with men and minorities. Now, that does not mean that we hire those two categories. Our school does a good job of determining the best candidate to fit our culture and philosophy. Also, being in a northern suburb of Minneapolis, our school rarely receives an application from a minority candidate. Our minority teachers represent about 10% of our staff, yet our minority students represent about 25% of our student population. We also give preference to veterans to interview, but again we do not hire unless the fit seems right. All-in-all, I think our school accepts 95% of interviews. Fit is so important that we never know until we meet them (or at least phone interview them).

The second part that I was unaware of was they have a rubric of what is considered a good answer. For example, one question was, "Knowing we are a high achieving school, yet some students are below grade level, what ways would you differentiate your class to accommodate all student needs?" The rubric had as low of score that said, "Teacher did not know what differentiate meant," and as high of score that said, "teacher was able to give examples of differentiation and continually referenced that they maintain high expectations for all." This was a 1 to 5 range. So, fascinating stuff.

Lastly, I thought all references made a difference, but I learned that many teachers that were hired only had a reference called if there was a slight concern or a clarification that they wanted to ask. Also, I learned that references may not answer any questions and may only say the dates that they worked as an answer. I asked if the "dates" answer implied something negative and she said no because that school may have gotten into trouble before and now has a standard answer to avoid lawsuits and such.

At my current school, I was interviewed by 9 people at once. It was a little intimidating but turned out very friendly. Now, only the three admin and maybe one of the lead teachers (per subject) interview a person. Sometimes I think that the more the merrier. It shows a sign of a good and together like culture.