

## Interview Process (1 hour)

Phase	Details
Introductions	<ul style="list-style-type: none"><li>• Thank-you for coming</li><li>• About the Search Committee</li><li>• Note-taking</li><li>• Interview timing</li></ul>
Warm Up	<p><b>Open-Ended Question About Interest In [this Charter School] :</b> <i>We are incredibly proud of our school's achievements. We are looking for a dynamic leader. Tell us what lead you to apply for this position.</i></p>
Interview Questions (about 6 minutes each)	<p><b>Situational Awareness:</b> <i>What are some differences in leading a Charter School versus a traditional public or private school?</i></p> <p><b>Communications:</b> <i>For a charter school of [x#] students, provide examples of the types of communication that you find productive and useful?</i></p> <p><b>Change Agent:</b> <i>Embedded in all organizations is the notion of status quo. How might you actively challenge the status quo around the issue of teaching and learning?</i></p> <p><b>Focus:</b> <i>How do you keep the commitments of our school's accountability plan in the forefront of the school's attention?</i></p> <p><b>Knowledge of Curriculum, Instructional assessment:</b> <i>Tell us a little bit about your background in curriculum, instruction, and assessment practices?</i></p> <p><b>Transition Plan:</b> <i>What actions would you take to ensure a successful transition?</i></p> <p><b>Management Style:</b> <i>Now that you have had a chance to share your thoughts, could you describe your leadership style in 3 adjectives?</i></p>
Candidate Questions	Questions from the candidate
Closing	What the candidate can expect next, timing, etc.

## Post Interview Process with Search Committee (about ½ hr)

- Each Search Committee Member silently completes a Rating Sheet
- Committee discusses and consolidates consensus info onto a single Rating Sheet for the candidate.
- Candidates are considered viable or not for further consideration.
- For candidates considered finalists for 2<sup>nd</sup> interview, Search Committee determines what information needs to be explored further, in addition to the *Common 2<sup>nd</sup> Round Interview Questions or Topic Area* (see sheet above that identifies these). This information should be captured on the bottom of the rating sheet.