### Sample Numeric Rating Scale 1 to 5


<table>
<thead>
<tr>
<th>Weak Answer 1</th>
<th>Below Average 2</th>
<th>Average Answer 3</th>
<th>Fairly Strong Answer 4</th>
<th>Very Strong 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

1. How do you begin a lesson? 1 2 3 4 5

2. Tell us about typical homework assignments you have given? 1 2 3 4 5

3. What kinds of classroom management plans have you implemented in the past? 1 2 3 4 5

4. How have you communicated with your students’ parents? 1 2 3 4 5

5. How have you promoted acceptance, tolerance, and cultural diversity in your classes? 1 2 3 4 5

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### Sample Numeric Rating Scale 1 to 7


For each of the following questions, rate the candidate’s past experience with the situation or task, and the candidate’s ability to articulate what was learned from the experience as a way to predict the skills that they will bring to the new position.

<table>
<thead>
<tr>
<th>No Experience 1</th>
<th>Limited 2</th>
<th>Some 3</th>
<th>Average 4</th>
<th>Above Average 5</th>
<th>Well Above 6</th>
<th>Excellent 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

1. Give an example of a state or national curriculum standard and how you have taught to that standard in a lesson. 1 2 3 4 5 6 7

2. What is a current trend in this grade/subject field and how have you dealt with/incorporated this trend? 1 2 3 4 5 6 7

3. What stress factors have you seen in students at this grade level and how have you helped the students cope with stress? 1 2 3 4 5 6 7

4. How have you encouraged and met the needs of gifted, talented, and advanced students in your classes? 1 2 3 4 5 6 7

5. How have you kept your principal or department chair informed of class activities and successes? 1 2 3 4 5 6 7
Sample Assessment Without Numeric Rating

<table>
<thead>
<tr>
<th>New Teacher</th>
<th>Unacceptable Answer</th>
<th>Acceptable Answer</th>
<th>Target Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>U</td>
<td>A</td>
<td>T</td>
</tr>
</tbody>
</table>

1. Describe a lesson you have taught that combined auditory, visual and/or kinesthetic teaching strategies.

2. Describe a topic considered hard to teach in your field and a lesson that you have used to engage students on this topic.

3. Describe modifications that you have made to an assignment so that a student could master the material successfully in spite of an exceptionality.

4. Describe a lesson where you used higher-order questions to challenge students.

5. How have you set up a classroom to facilitate “time on task?”
Sample On-Site Interview for a Second-Grade Position

Candidate: _________________________________________________________________________

Position: ___________________________________________________________________________

Date: __________________________ Start time: ___________________ End time: ____________

Reminders:
1. We will be talking for about ________________________________.
   Then you will meet with ________________________________.
2. We will refer to our questions and will be taking notes.
3. Other:

   U = Unacceptable  A = Acceptable  T = Target

Opening:
1. You indicated on your resume that you have been involved with __________________________.
   Please tell me more about that.

Curriculum:
2. Tell me about your experiences teaching the second-grade curriculum. Specifically, what are
   the most important topics/goals for this grade.
3. Describe your experiences teaching reading.

Planning/Methods:
4. What are some of your tried-and-true ways to start and end a lesson?
5. How have you used manipulatives or activities to teach a lesson?

Assessment:
6. Tell me about how you have prepared students for standardized tests.
7. Describe a grading scale or anecdotal records for second-graders.

Classroom Management:
8. Describe your movement in a classroom on a typical morning.
9. Describe a successful management plan that you have used.
10. Tell me about a time when a student was confrontational or misbehaving. What did you do?

Communication/Peers:
11. Describe your experiences planning with other teachers.
12. Describe a good parent communication that you have used (letter, call or in-person).

Meeting Student Needs/Special Needs:
13. Describe an at-risk student with whom you have worked and what you did for that student.

Professionalism:
14. Describe a time when you knew that you had achieved success with students.
15. What are you reading to stay current in your field?

Check when done:

Describe assignment (size, room, etc.) __________
Describe salary/benefits (if applicable) __________
Inform candidate of hiring timeline __________
Candidate knows who to contact if ... __________

What other questions do you have for us at this time?

Is there anything else that you would like to share about your past experiences or qualifications?
Sample On-Site Interview for a Fifth-Grade Position

Candidate: _________________________________________________________________________
Position: ___________________________________________________________________________
Date: ______________________ Start time: __________________ End time: ____________

Reminders:
1. We will be talking for about ___________________________________________.
   Then you will meet with ______________________________________________.
2. We will refer to our questions and will be taking notes.
3. Other:

   U = Unacceptable   A = Acceptable   T = Target

Opening:
1. You indicated on your resume that you have been involved with _______________________.   U A T
   Please tell me more about that.

Curriculum:
2. Tell me about your experiences teaching the fifth-grade curriculum. Specifically, what are  U A T
   the most important topics/goals for this grade.
3. Describe your experiences teaching social studies and math in the age group. U A T

Planning/Methods:
4. What are some of your tried-and-true ways to start and end a lesson? U A T
5. How have you used activities or projects to teach a lesson? U A T

Assessment:
6. Tell me about how you have prepared students for standardized tests. U A T
7. Describe a grading scale for fifth-graders. U A T

Classroom Management:
8. Describe your movement in a classroom on a typical morning. U A T
9. Describe a successful management plan that you have used. U A T
10. Tell me about a time when a student was confrontational or misbehaving. What did you do? U A T

Communication/Peers:
11. Describe your experiences planning with other teachers. U A T
12. Describe a good parent communication that you have used (letter, call or in-person). U A T

Meeting Student Needs/Special Needs:
13. Describe an at-risk student with whom you have worked and what you did for that student. U A T
14. Describe a typical fifth-grader and his or her developmental needs. U A T

Professionalism:
15. Describe a time when you knew that you had achieved success with students. U A T
16. What are you reading to stay current in your field? U A T

Check when done:
Describe assignment (size, room, etc.) __________
Describe salary/benefits (if applicable) __________
Inform candidate of hiring timeline __________
Candidate knows who to contact if ... __________

What other questions do you have for us at this time?

Is there anything else that you would like to share about your past experience or qualifications?
Sample On-Site Interview for a Seventh-Grade Mathematics Position

Candidate: ____________________________________________________________

Position: ____________________________________________________________

Date: ______________________ Start time: __________________ End time: ____________

Reminders:
1. We will be talking for about ___________________________________________.
   Then you will meet with ______________________________________________.
2. We will refer to our questions and will be taking notes.
3. Other:

   U = Unacceptable  A = Acceptable  T = Target

Opening:
1. You indicated on your resume that you have been involved with ______________________.   U A T
   Please tell me more about that.

Uniqueness of Middle School Concept/Students:
2. Tell me about when you have worked on a teaching team or in a “school within a school” setting. U A T
3. Describe a typical seventh-grader and his or her needs.                  U A T

Curriculum:
4. Which mathematics skills are most crucial for this grade and why?     U A T
5. How have you worked with other teachers to integrate mathematics into their courses?   U A T
6. The improvement of students’ reading skills is important during middle school. Tell me about your experiences with reading or writing, either directly teaching them or integrating them into math. U A T

Planning/Methods:
7. Describe a successful lesson that you have taught that helped your students learn the material.  U A T
8. Describe teaching strategies that help students prepare for standardized tests.   U A T

Classroom Management:
9. What have you implemented to make your classroom welcoming and “student friendly?” U A T
10. Describe a management plan that you have used, including rules and corrective actions.  U A T
11. What words or phrases have become typical positive reinforcements in your teaching vocabulary? U A T
   How do middle school students respond to this type of reinforcement?
12. Describe a confrontation you have had with a student and how it was resolved.    U A T

Special Needs:
13. Middle school students can be quite “clique-ish.” How have you promoted acceptance and tolerance in your classroom? U A T
14. What modifications have you used to help special needs students succeed?     U A T

Communication/Professionalism:
15. Describe positive parent communications that you have used in the past. U A T
16. How do you stay current with trends and issues in middle grades education? U A T

Check when done:
Describe assignment (size, room, etc.) __________
Describe salary/benefits (if applicable) __________
Inform candidate of hiring timeline __________
Candidate knows who to contact if __________

What other questions do you have for us at this time?
Is there anything else that you would like to share about your past experience or qualifications?
Sample On-Site Interview for a High School History Position


Candidate: _________________________________________________________________________
Position: ___________________________________________________________________________
Date: ______________________ Start time: __________________ End time: ____________

Reminders:
1. We will be talking for about ___________________________________________.
   Then you will meet with ______________________________________________.
2. We will refer to our questions and will be taking notes.
3. Other:

   U = Unacceptable   A = Acceptable   T = Target

Opening:
1. You indicated on your resume that you have been involved with ______________________. U A T
   Please tell me more about that.

Curriculum:
2. Tell me how you interest students in learning American history.     U A T
3. Give an example of a national or state standard in history and how you have taught a lesson U A T
   incorporating that standard.
4. How have you supplemented the textbook in history classes?    U A T

Planning/Methods:
5. Describe the steps of teaching a high school class for a 55-minute period.    U A T
6. Which methods do you most frequently employ in teaching?      U A T
7. Describe any projects or group work that have been successful with students.    U A T
8. How have you prepared students for standardized tests and/or graduation tests?   U A T

Student Motivation:
9. How have you encouraged students to stay in school and graduate?    U A T
10. What kinds of stressors do today’s teens face and how have you helped them to cope with U A T
    their concerns?
11. How have you met the needs of gifted, talented, and advanced students in your classes? U A T
12. How have you helped at-risk students to achieve academic success in your classes?   U A T

Assessment and Management:
13. Explain your grading scale to me as though you were explaining it to your 10th-grade class. U A T
14. Explain your classroom management plan to me as though you were explaining it to 9th-graders. U A T
15. Describe a time when your authority, or a class rule, was broken and how you reacted.   U A T

Communication/Professionalism:
16. How have you communicated long-range plans to students and parents?     U A T
17. How have you supported students’ participation or become better acquainted with them U A T
    through their extracurricular activities?
18. How do you stay current in your subject matter field and in the field of teaching?   U A T

Check when done:
Describe assignment (size, room, etc.)
Describe salary/benefits (if applicable)
Inform candidate of hiring timeline
Candidate knows who to contact if ...

What other questions do you have for us at this time?
Is there anything else that you would like to share about your past experience or qualifications?