

## Assistant Teacher Structured Interview

The following structured interview has been designed for an Assistant Teacher. A structured interview is a selection tool in which all candidates are asked the same questions and evaluated on the same predetermined rating scale.

When interviewing, our natural tendency is to focus on the question we are asking, but the key in selection is to compare the answers given by each candidate. The best answers are specific and related, noting the people, place, and time. The structured interview brings consistency to the interview process and creates a fairer process for your candidates.

Please set aside 30 to 45 uninterrupted minutes for each interview.

Please ask each candidate the same questions in the same order.

Please select a score (0-3) for each question and total the score at the end of the interview.

Please utilize the notes section to summarize each interview following the call.

Name:	Interviewer:	Date:
SIX COMPETENCIES	A: Caring/Nurturing	B: Relationship Builder
	C: Flexible	D: Multi-tasker
	E: Team Player	F: Service Minded

**A: Caring/Nurturing** Tell of a situation when a family member or guardian was happy with how you cared for their child. How did you know they were pleased? What were the results of the situation?  
(If the candidate does not have teaching experience, you can ask if they have experience in a different setting (i.e.; nonprofit, babysitting, coaching).

0-No Answer/Skip	2-Specific Answer (name, time, job etc)
1-Vague/General	3-Specific and mentions "caring and or nurturing and or empathy and or sensitive"

**B: Relationship Builder** Tell me about a time when you built a connection quickly with someone under challenging circumstances.

0-No Answer/Skip	2-Specific Answer (name, time, job, etc)
1-Vague/General	3-Specific and mentions "prioritized time and or got to know each other personally and or challenge brought us closer"

**C: Flexible** Can you share a specific example of when you had to be flexible or adaptable?

Tell me about a time when you had a plan for your day which was derailed early. What was the outcome?

0-No Answer/Skip	2-Specific Answer (name, time, job etc)
1-Vague/General	3-Specific and mentions "refocused and or reprioritized"

**D: Multi-tasker** Give me an example of how you organize your workday (or school day).

0-No Answer/Skip	2-Specific Answer (name, time, job etc)
1-Vague/General	3-Specific and mentions "prepared beforehand and or have material ready"

**E: Team Player** Give me an example of when you were on a great team. What was the team like? How did you contribute to the team?

0-No Answer/Skip	2-Specific Answer (name, time, job etc)
1-Vague/General	3-Specific and mentions Part 1 "trust and or care and or loved" Part 2 "helped out"

**F: Service Minded** Describe a time when you anticipated a problem with a child and proactively addressed the situation. What was the outcome?

(If the candidate does not have teaching experience, you can ask if they have experience in a different setting (i.e.; nonprofit, babysitting, coaching))

0-No Answer/Skip	2-Specific Answer (name, time, job etc)
1-Vague/General	3-Specific and mentions "willingness to do whatever it takes"

**A: Caring/Nurturing** Tell me about a specific situation when you did not accommodate a parent or guardian. What was the outcome?

(If the candidate does not have teaching experience, you can ask if they have experience in a different setting (i.e.; nonprofit, babysitting, coaching))

0-No Answer/Skip	2-Specific Answer (name, time, job etc)
1-Vague/General	3-Specific and mentions "care and or do what's best for the child"

**B: Relationship Builder** What, in your opinion, are the keys to maintaining successful workplace relationships? Can you give examples of how you have implemented these principles at work?

0-No Answer/Skip	2-Specific Answer (name, time, job, etc)
1-Vague/General	3-Specific and mentions "get to know people personally and or trust"

**C: Flexible** Tell me about a time when your workplace or childcare center went through a change. How did that impact you, and how did you adapt?

0-No Answer/Skip	2-Specific Answer (name, time, job etc)
1-Vague/General	3-Specific and mentions "focused on my job and or communication"

**D: Multi-tasker** Talk about a time you worked in a fast-paced environment. How did you prioritize your work while still giving your students your attention?

0-No Answer/Skip	2-Specific Answer (name, time, job etc)
1-Vague/General	3-Specific and mentions "daily or weekly plan"

**E: Team Player** Talk about a situation when someone else did not do their job and harmed your work. What was the circumstance, and how did you respond?

0-No Answer/Skip	2-Specific Answer (name, time, job etc)
1-Vague/General	3-Specific and mentions "discussed it and kept calm or responded kindly"

F: **Service Minded** Tell me about a time when you went above and beyond to serve a child.

0-No Answer/Skip	2-Specific Answer (name, time, job etc)
1-Vague/General	3-Specific and mentions "care and or love and or meet need(s)"

Total Score:	Salary Requirements:	2 <sup>nd</sup> Interview: Y / N