

**BERGENFIELD PUBLIC SCHOOLS
BERGENFIELD, N.J.**

Interview Analysis

Candidate's Name _____ Date of Interview _____

Time of Interview _____

Position Interview for _____ By _____

Check appropriate box

EXPERIENCE	EXPRESSION	ATTITUDE
<ul style="list-style-type: none"> <input type="radio"/> None pertinent to this position. <input type="radio"/> Will need considerable training. <input type="radio"/> Basic but will learn on the job. <input type="radio"/> Well versed in position, little training needed. <input type="radio"/> Extremely well versed, able to work without further training. 	<ul style="list-style-type: none"> <input type="radio"/> Uncommunicative, confused thoughts, poor vocabulary. <input type="radio"/> Poor speaker, hazy thoughts and ideas. <input type="radio"/> Speaks well, expresses ideas adequately. <input type="radio"/> Speaks and thinks clearly with confidence. <input type="radio"/> Exceptional, speaks clearly and concisely with confidence, ideas are well thought out. 	<ul style="list-style-type: none"> <input type="radio"/> Lacks confidence. <input type="radio"/> Often appears uncertain. <input type="radio"/> Holds self well, seems confident. <input type="radio"/> Sure of self, reflects confidence. <input type="radio"/> Highly confident, inspires others, asserts presence.

Demonstrates knowledge of –		
<input type="checkbox"/> Classroom Management Techniques	<input type="checkbox"/> Instructional Skills	<input type="checkbox"/> Higher Level Thinking Skills
<input type="checkbox"/> Diagnostic Skills	<input type="checkbox"/> Differentiated Learning	<input type="checkbox"/> Current scholarship, theory, movements in education

Overall Impression	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Very Good	<input type="checkbox"/> Excellent	<input type="checkbox"/> Undecided
Observation	<input type="checkbox"/> Recommended	<input type="checkbox"/> Scheduled	<input type="checkbox"/> None Scheduled	<input type="checkbox"/> Completed	
Recommendation	<input type="checkbox"/> Employ Immediately	<input type="checkbox"/> Interested, but hold decision	<input type="checkbox"/> Not Interested		

Additional Comments:

Interviewer's Signature

Date

BERGENFIELD BOARD OF EDUCATION

*100 S. Prospect Avenue
Bergenfield, New Jersey 07621*

INTERVIEW PROCESS FORM

Position:	
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Date of Position:	
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Members of Committee:	

Applicants Interviewed		
Name of Applicant	Interviewed by:	Date Interviewed

2 nd Round Interviews		
Name of Applicant	Interviewed by:	Date Interviewed

Demo Lesson Dates		
Name of Applicant	Observed by:	Date of Demo

Finalist		
Name of Applicant	Interviewed by:	Date Interviewed

Committee Chair: _____ **Date:** _____

Referral to Central Office for Employment

Name of Candidate _____

Interview by : _____

Date of Demo Lesson: _____

Interview Notes:

Scale: 1: totally inadequate 2: barely adequate 3: adequate 4: very good 5: excellent

1. Knowledge of subject matter

1 2 3 4 5

Comment: _____

2. Understanding of pedagogy

1 2 3 4 5

Comment: _____

3. Understanding of assessment and evaluation

1 2 3 4 5

Comment: _____

4. Ideas about class management/discipline

1 2 3 4 5

Comment: _____

5. Knowledge of current research and educational trends and development.

1 2 3 4 5

Comment: _____

6. Professional poise and presentation of self

1 2 3 4 5

Comment: _____

Recommendation of Director/Supervisor

Recommendation of Principal

Recommendation of Assistant Superintendent for Personnel

Date Sent to Superintendent to Present to BOE _____

**BERGENFIELD PUBLIC SCHOOLS
REFERENCE CHECKLIST**

Candidate for Employment: _____

Position offered: _____

Confirmation

Name of Reference
Title of Reference
Organization name/phone number/location
Identify nature of relationship of Reference to candidate
Does Reference confirm job title/dates of employment? If not, what does Reference say?
Does Reference confirm job duties? If not, what does Reference say?
Why did the candidate leave?

Evaluation

Please tell me about the candidate's: <ul style="list-style-type: none">a. Work ethic/attitudeb. Timeliness/Attendancec. Ability to relate to studentsd. Ability to relate to parentse. Ability to relate to colleaguesd. Communication skillse. Ability to work as a member of a team
Please rate the candidate's overall quality of work
Tell me about the candidate's most important contributions to the achievement of your organization's mission and goals.
Do you recall a time when the candidate did not agree with the decisions of a peer? An administrator? <p style="text-align: center;">If so, how did s/he respond? What did s/he do?</p>
What would you say are the candidate's strong points?

Future

What would you say are the candidate's developmental needs (things we might want to help the candidate work on up front)?
Would you hire the candidate to teach your children?

Person taking reference: _____

Date: _____