**Interviewing Prospective Teachers**

**CASBI 2018**

**Sample Prospective Teacher Questionnaire**

Dear\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Some form of introduction…**

We appreciate your interest in teaching at our school. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Board requests an interview with you for possible employment in our school. Because of the far reaching effects of school teaching, we believe that proper attitudes and convictions are essential for success in this field of service. Please carefully answer the following questions honestly and thoroughly. Feel free to ask us any questions that you may have.

1. **Personal Testimony and Church Affiliation**

Testimony of personal Christian experience.

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Testimony of personal devotional time with the Lord. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Present church affiliation? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pastoral reference(s) and contact information.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Personal Education**

School(s) attended.

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Grades completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School reference(s) and contact information.

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1. **Present Employment**

Present occupation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer name and contact information.

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1. **Discipline Policy**

**Define your present school’s policies on discipline combined with your board’s vision…**

We, as a school board, believe that proper school culture is imperative to Christian education. This takes effort and diligence to achieve. Lack of discipline and lenient authority on the school board and faculty will soon turn the school culture negative and unhealthy. We are committed to and accept the challenges of Christian education and a healthy school culture to propagate the Faith to the rising generation and bring glory to our Heavenly Father.

We ask all patrons in our school to sign an “authority release form” which individually commits them to a unified support of this school board and faculty in their promotion and pursuit of a disciplined, orderly, and healthy school culture, by the grace of God.

**Involve the applicant in the discipline discussion by asking about their frame of reference…**

Methods of discipline prospective teacher is acquainted with

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**Possibly a question of commitment to school discipline policies…**

Having reviewed the discipline policy of this school, are you willing to commit yourself to administrating the practical applications defined within? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **School Culture**

Give a copy of School Constitution/policies before interview. Expect applicant to be familiar with it before interview discussion. Keep in mind these agreements may differ from the applicant’s frame of reference.

**Possibly ask for a commitment…**

Can you comply with these agreements for dress and conduct if you are employed in our school? \_\_\_\_\_\_\_\_\_

**Or…**

You will be expected to work under the school boards authority cheerfully and support their decisions graciously before the students. We believe communication/discussion between teacher/principal/board is imperative to properly and effectively make decisions for the betterment of the school and building healthy relationships. We consider each person involved in the work of the school as team members who will need each other to be successful, by the grace of God.

Can you commit yourself to support these principles if employed as a faculty member of this school? \_\_\_\_\_\_

**Involve the applicant in school culture discussion with a question about their bias and perspective…**

List several practical ways to promote teamwork in school teaching/administration.

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1. **Teacher Experience and Education**

**Ask about previous teaching experience…**

Where previously taught and/or contact info from previous teaching positions.

Does the applicant have certain grade levels they are comfortable with or prefer?

**Some statements about what your school expects in relation to ongoing teacher education…**

We believe ongoing teacher training/encouragement seminars are beneficial for refreshment and education of our teachers. You will be expected to personally schedule attendance to these annual events through the year. Expenses you incur surrounding these events will be paid for by the school board.

**Maybe inquire about their past teacher educational experiences…**

Have you ever attended a teacher seminar/institute? \_\_\_\_ Where? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **List any further questions you would appreciate more discussion on.**

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Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Birth date \_\_\_\_/\_\_\_\_/\_\_\_\_