BENDEL
SERVICES INC.

eHandbook

Selecting Teachers through Online Interviews

*A Practical Resource for
Principals and Human Resources*

April 2020

Section 1

Purpose:
The purpose of this *eHandbook* is to provide principals, vice-principals and human resources recruiters with readily usable resources for the online selection of teaching staff.

Why Online?
The attraction and selection of suitable candidates is often very time-consuming and costly. While face-to-face interviewing has some distinct advantages, it also has some very evident disadvantages. First, face-to-face interviews have the potential of limiting candidates geographically. Many candidates may not have the time or resources to travel to an interview site. Second, most selection processes have to be carried out often during the regular work schedule which means time away from regular duties for both candidates and principals or members of a larger interview/assessment team.

In the education sector in particular where staff selection is often accomplished at the school for a school level position, the responsibility often falls to a principal and vice-principal whose typical day is full enough with emergent issues that have to be addressed immediately. Such a schedule leaves little time to develop materials to assess candidates and to interview candidates or to engage in other forms of information-gathering to assess potential. For system- level positions in the education sector, face-to-face interviews often require principals to be away from their schools at some cost to the system in terms of replacement personnel not only for the interviewers but also for candidates who must leave their workplaces to be present at an on-site interview during the workday.

If you are wondering what advantages online interviewing and selection gives to you, the answer is simple: **time and money**. Online interviewing and selection result in the saving of both for all individuals involved and for the district as a whole. It's the way of the future for all of us.

How this eHandbook is Organized
This *eHandbook* includes the following sections:

<u>BEFORE the Interview</u>

Section 2:	Selection Process Checklist, Job Description, Job Advertisement
Section 3:	Shortlisting, Use of Pre-Screening Questions, Email Template - Applicants Not Selected for Interview
Section 4:	Online Interviewing Models and their Advantages and Challenges
Section 5:	Email Template - Applicants Selected for Interview

<u>DURING the Interview</u>

Section 6:	Interview Team Roles, Scripting, Probing/Posing
Section 7:	Elementary School - Interview Questions and Indicators, Case Study and Indicators
Section 8:	Secondary School – Interview Questions and Indicators, Case Study and Indicators

AFTER the Interview
        Section 9:   Final Assessment Form
        Section 10:   Reference Check, Email Template - Successful Candidate, Unsuccessful
                         Candidates

It should be noted that every attempt has been made to provide the principal and/or members of an interview/assessment team with all resources needed, all built around a mythical school in a mythical school district. While there will be clearly a need to refashion some of the wording to fit a school or position, the samples given here are designed in such a way as to be easily altered to reflect individual situations. As with the case of the online interview, these templates are constructed to save time.

Section 2

Section 2.1 – The Steps in the Selection Process

What are all the steps that you need to consider when preparing to fill a vacancy? Have you ever quickly posted a job advertisement in order to meet a tight timeline, only to be overwhelmed with calls from applicants about the process? Perhaps you just assumed the applicant was a little slow … but by the time you have received your fifth call with the same question, you check the job posting and realize that you forgot to include those process details in it.   Have you ever realized that you forgot to reserve a room for the applicant who showed up at your door 15 minutes early, and you hadn't even had a chance to print the questions, or eat your lunch? Or maybe you forgot to record the interview on your calendar and are now double-booked? When deciding on the successful applicant, did you and your interviewing team all agree on what answers you were hoping for? Or did you just have enough time to decide who was going to ask each question? Or did you even have a copy of the questions to record answers on?

Well we've been there and understand what it's like. That's why we created and included a checklist (below). If you can't do all the tasks, then delegate, but at least you'll be prepared for a smooth process.