**Candidate/Applicant Evaluation Form**

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| --- | --- | --- |
| ***Name*** | ***Position*** | ***Evaluator*** |
|  | Principal/Assistant Director for Secondary Education |  |
| *\_\_\_Cover Letter \_\_\_Resume \_\_\_PA Standard App. \_\_\_Current Act 34, 151, 114 clearances \_\_Certification**Deduct 1 point for each required item that is missing from the packet* |
| Section 1: Background and Experience- Taken from the Application Materials |
| ***Education*** |
| Masters1 | Masters+2 | Second Masters3 | Doctorate4 | Score |
| ***Educational Administrative Work Experience*** *(plus 1-2 points for lead role)* |
| 1-3 Years1 |  3-6 Years2 | 6-9 Years3 | 10 or more Years4 | Score |
| ***Experience in Career and Technical Education Setting*** *(half credit if not CIP)* |
| 1-3 Years1 |  3-6 Years2 | 6-9 Years3 | 10 or more Years4 | Score |
| ***Involvement in Staff Supervision and HR Functions*** |
| Basic1 | Intermediate2 | Advanced3 | Extraordinary4 | Score |
| ***Involvement with Curriculum Development***  |
| Basic1 | Intermediate2 | Advanced3 | Extraordinary4 | Score |
| ***Involvement with PDE Mandates and School Reform***  |
| Basic1 | Intermediate2 | Advanced3 | Extraordinary4 | Score |
| ***Leadership Beyond Job Requirements (professional/community organizations)*** |
| Basic1 | Intermediate2 | Advanced3 | Extraordinary4 | Score |
| (Deduct 1-2 points if weak in technology) **Total Score Section 1** | /28 |
|  |
| Comments- Write any comments related to your evaluation of section 1, or items to follow up with during an interview.  |
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**Candidate/Applicant Evaluation Form**

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| Section 2: Interview Questions- Issue a rating from 0-2 (2 being the highest) for the candidates responses to the following interview questions. |
| ***Question*** | *Score* |
| Discuss your experiences as an Instructional Leader |  |
| What attracts you to a leadership position in Career and Technical Education |  |
| Describe your approach and methodologies for supporting teacher |  |
| Define your philosophy of building management. |  |
| Describe the role CTE plays in public education. |  |
| Identify components of effective decision making. |  |
| Discuss your experience with course and staff scheduling. |  |
| Describe your approach to staff supervision including addressing performance issues? |  |
| Identify the strategies you use to resolve conflicts with or among- students, staff, or others? |  |
| How do you define effective professional development? |  |
| Describe any life experiences you’ve had interacting with business and industry? |  |
| Discuss your experience with building relationships with stakeholders. |  |
| What do you think will be your greatest challenge if selected for this position? |  |
| What strengths would you bring to the position? |  |
| **Total Score for Section 2** | /28 |
| Section 4: Personal Characteristics- Issue a rating from 0-2 (2 being the highest), regarding the observable traits the candidate presented during the interview. |
| *Personal Characteristic* | *Score* |
| Candidate is articulate in responding to questions. |  |
| Candidate demonstrated emotional and social maturity. |  |
| Candidate’s interview reflects a positive outlook and attitude. |  |
| Candidate appears to be physically healthy, energetic, and capable of the required tasks. |  |
| Candidate’s attitude reflects a sense of responsibility and motivation. |  |
| Candidate demonstrates professional mannerisms in terms of dress, demeanor, credentials, etc. |  |
| Candidate responded appropriately to interview questions. |  |
| **Total Score for Section 3** | /14 |
|  |

**Candidate Rating Summary**

|  |  |  |
| --- | --- | --- |
| Section | Possible Score | Actual Score |
| 2: Interview Questions | 28 |  |
| 4: Personal Characteristics | 14 |  |

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Interview Date Steel Center Interviewer

**Candidate/Applicant Connect/FitEvaluation Form**

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| Section 3: Interview Questions- Issue a rating from 0-2 (2 being the highest) for the candidates responses to the following interview questions. |
| ***Question*** | *Score* |
| In what ways have you connected with business/organizations in our sending school region- southeastern Allegheny county? |  |
| Describe your knowledge of the Steel Center area. |  |
| What sources do you utilize to identify potential participants for training programs? |  |
| In your opinion, what are the high demand jobs within our region, what areas are emerging? |  |
| Discuss your networking methods and what do you consider most effective. |  |
| Can you describe employment trends taking place in the region that would affect the training we provide to adults? |  |
| Is there a business sector that you particularly connect with or have more specific knowledge of? |  |
| What jobs have you held in the past within our local communities? |  |
| What local organizations are you affiliated with and why? |  |
| What is your experience in developing & circulating promotional materials? |  |
| What are some of the challenges the region faces in meeting workforce demands? |  |
| Share some of your ideas for Workforce Development programs Steel Center can offer.  |  |
| Discuss your experience in developing business/community partnerships. |  |
| Share your vision of what the typical day as the Workforce Development Coordinator would look like. |  |
| **Total Score for Section 2** | /28 |
| Section 4: Personal Characteristics- Issue a rating from 0-2 (2 being the highest), regarding the observable traits the candidate presented during the interview. |
| *Personal Characteristic* | *Score* |
| Candidate is articulate in responding to questions. |  |
| Candidate demonstrated emotional and social maturity. |  |
| Candidate’s interview reflects a positive outlook and attitude. |  |
| Candidate appears to be physically healthy, energetic, and capable of the required tasks. |  |
| Candidate’s attitude reflects a sense of responsibility and motivation. |  |
| Candidate demonstrates professional mannerisms in terms of dress, demeanor, credentials, etc. |  |
| Candidate responded appropriately to interview questions. |  |
| **Total Score for Section 3** | /14 |
|  |

**Candidate Rating Summary**

|  |  |  |
| --- | --- | --- |
| Section | Possible Score | Actual Score |
| 3: Interview Questions | 28 |  |
| 4: Personal Characteristics | 14 |  |

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Interview Date Steel Center Interviewer

**Writing Prompt Evaluation Form**

Candidate#\_\_\_

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| Section 5: Writing Prompt- Issue a rating from 0-2 (2 being the highest) on the criteria items related to the writing prompt. 0=does not match criteria; 1=minimally matches criteria; 2=matches criteria very well |
| ***Criteria*** | *Score* |
| The response makes reference to workforce needs and opportunities |  |
| The response discussed cost/financial considerations of the programs |  |
| Information contained in the response was thorough and complete |  |
| The response follows appropriate writing mechanics and conventions |  |
| The response includes elements of persuasion regarding short-term programs |  |
| **Total Score for Section 5** | / |

**Candidate Rating Summary**

|  |  |  |
| --- | --- | --- |
| Section | Possible Score | Actual Score |
| 1: Background and Experience | 28 |  |
| 2: Interview Questions | 28 |  |
| 3: Personal Characteristics | 14 |  |
| **OVERALL SCORE** |  |  |
| **OVERALL RATING** |  |
| **RANKING** |  |

Application Packet Scoring Instructions & Rubric

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| ***Involvement in Staff Supervision and HR Functions*** |
| Basic-1Candidate has participated in staff evaluation process, set schedules, addressed performance concerns. | Intermediate-2Candidate conducts staff evaluation, has a defined number of staff they are responsible for, have helped to write or implement improvement plans, been involved in hiring. | Advanced-3Candidate has established practices for staff evaluation, leads subordinate administrators in conducting staff evaluation, written improvement plans, led hiring process. | Extraordinary-4Candidate has created system-wide practices, trained others, and received outside recognition for work in staff evaluation, improvement, and hiring practices. |
| ***Involvement with Curriculum Development*** |
| Basic-1Candidate has been involved in curriculum development in their content area, participated in textbook adoption, has knowledge of curriculum resources. | Intermediate-2Candidate has been involved with curriculum work outside of their content area, belongs to appropriate organizations, and has conducted professional development activities related to curriculum in their own system. | Advanced-3Candidate experienced in curriculum development across content areas, led curriculum initiatives, and has conducted professional development activities related to curriculum outside of their system. | Extraordinary-4Candidate is regarded as expert in curriculum development as evidenced by published research, post-secondary teaching, and professional development training at state or national conferences.  |
| ***Involvement with PDE Mandates and School Reform*** |
| Basic-1Candidate has served on committees, attended training, and helped implement PDE mandates and reform efforts. | Intermediate-2Candidate has led implementation activities, corrective actions when needed, conducted training, and served on PDE review teams. | Advanced-3Candidate has led mandate and reform activities outside of their system, designed corrective actions, presented, trained others, reports data | Extraordinary-4Candidate is regarded as expert in mandate & reform, served on review teams, been published, teaches post-secondary, & PD at state or national conferences. |
| ***Leadership Beyond Job Requirements (professional/community organizations)*** |
| Basic-1Candidate belongs to appropriate professional organizations, has some level of involvement in them and/or other types of organizations such as scouts, youth sports, faith organizations, etc. | Intermediate-2Candidate has organized events, had direct involvement, chaired committees and/or served as an officer within professional or community organizations. | Advanced-3Candidate has served professional and/or community organizations as their leader, made positive contributions to their cause(s), and/or been recognized for this by others (awards etc.). | Extraordinary-4Candidate’s level of involvement in professional and/or community organizations that has extended beyond their own community and includes activities at a regional, state-wide, or national level.  |

\***Plus 1-2 points for lead role**- an example would be a “Principal” as opposed to a “Vice-Principal”.

**\*\*Half credit if not in CIP-** refers to someone who taught business, family/con science, tech ed etc.

**\*\*\*Deduct 1-2 points if weak in technology-** minimal reflection on technology, poor formatting etc.