

## **Options for Digital Demo Lesson**

In lieu of a school visit:

- A. Candidate submits a teaching video with students in a classroom (**preferred**)
- B. Candidate teaches a 15min demo lesson to interviewers over video call

The HR Team will request teaching videos from all candidates to share (if available).

## **Video Expectations**

- **Attire:** Professional dress and/or **organization name** gear
- **Background:** Clean, well lit background without glare or background distractions
- **Eye contact:** Try to look at the camera when you are addressing people
- 4 interviewers at a time (schedule separate interviews for excess interviewers)

## **Before the Interview**

- Choose interview tech
  - Zoom
    - Share Zoom meeting information + [“How to Join a Zoom Meeting”](#) with the candidate ahead of time.
  - Google Hangouts
    - Share this [“How to Join Google Hangouts”](#) with the candidate ahead of time.
- Pre-meeting with interviewers
  - Create or review the agenda
  - Share candidate materials: resume, cover letter
  - Review video expectations (above)
  - Set norms for interview
    - i.e. One Mic: we will mute our microphones. We will unmute when it is our time to speak.
  - Prepare 1-2 questions each to ask all candidates OR review interview questions together
- Share **clear** interview expectations with the candidate via email
  - A. In the moment demo lesson
    - Agenda
    - Aligned standard to plan from
    - Lesson planning template
    - “During the interview, you will be asked to deliver the lesson to the group of interviewers as if they were students.”
  - B. Reteach from video demo lesson
    - Agenda
    - Share “glow” feedback with candidate on their teaching video -- preferably by phone
    - Share 1 area for reteach

- Give the candidate the option to teach during the video interview OR record a video of themselves reteaching the lesson on their webcam ahead of time.

**During the Interview:**

- Small talk with the candidate as you wait for all interviewers to join the call
  - Digital interviews are inherently awkward - anything you can do to make the candidate feel welcome and lessen the tension
- Showcase all of the amazing work your team has been doing in response to the COVID-19 closures!
- Share introductions, including the candidate
- Review norms and agenda with the candidate
- Allow time for the candidate to ask questions
- Close out with next steps and timeline

**After the Interview:**

- Debrief as an interviewer team OR Principal send email request for feedback
- Principals will schedule campus visits with school tours once we return to usual business operations
- HR/Principals will ask candidates if there is anything else we can do to help them make an informed decision and we will connect them with people and/or resources accordingly
- Principal shares hiring decision with HR Team