



**INTERVIEW QUESTIONS RUBRIC FOR PROSPECTIVE PRINCIPALS – FIRST INTERVIEW**

Candidate’s Name: \_\_\_\_\_ School: \_\_\_\_\_

Interviewers’ Names: \_\_\_\_\_

Date: \_\_\_\_\_

**SCORING:**

- 4 – Excellent: Candidate can answer the question clearly with extensive detail.
- 3 – Good: Candidate can answer the question adequately with some detail.
- 2 – Fair: Candidate can answer the question, but it is general and/or lacks detail.
- 1 – Poor: Candidate cannot answer the question or answers it incorrectly

**\*Please note: These are suggested questions. A principal search committee can decide which questions to ask based on their own local needs, but should use the same bank of questions for each candidate to standardize the interview process.**

**Circle the number that best reflects the candidate’s response. Include additional comments as needed.**

Question	4 - Excellent	3 - Good	2 - Fair	1 - Poor	Comments
<b>General Questions</b>					
1. Why do you want to be a principal in a Catholic School?	<b>4</b> Candidate was able to give a detailed answer with several examples.	<b>3</b> Candidate gave an adequate answer with a few examples.	<b>2</b> Candidate gave a general answer with little detail.	<b>1</b> Candidate was unable to answer the question.	



**Catholic Identity Questions**

<p>2. In your opinion, what makes a Catholic education unique?</p>	<p><b>4</b> Candidate could clearly articulate several examples of the uniqueness of Catholic education.</p>	<p><b>3</b> Candidate provided adequate examples of the uniqueness of Catholic education.</p>	<p><b>2</b> Candidate provided a general answer that lacked detail.</p>	<p><b>1</b> Candidate was unable to answer the question.</p>	
<p>3. How does your own faith life inform you as a leader?</p>	<p><b>4</b> Candidate gave several examples from his/her faith life that connected seamlessly to his/her leadership skills</p>	<p><b>3</b> Candidate connected his/her faith life to his/her leadership skills with some examples.</p>	<p><b>2</b> Candidate provided a few connections to his/her faith life, but they may have been unsuccessful or irrelevant.</p>	<p><b>1</b> Candidate is unable to provide connections to his/her faith life.</p>	
<p>4. How would you enhance the faith life and Catholic Identity of the school community?</p>	<p><b>4</b> Candidate gives several specific examples of how he/she could enhance the school's faith life.</p>	<p><b>3</b> Candidate can articulate how he/she could enhance faith life in the school.</p>	<p><b>2</b> Candidate speaks in generalities about how to enhance faith life in the school.</p>	<p><b>1</b> Candidate is unable to discuss how he/she could enhance faith life.</p>	



**Academic Vision and School Climate Questions**

<p>5. What experience have you had in developing or implementing a curriculum in a school?</p>	<p><b>4</b> Candidate provides specific examples of how he/she has implemented curricular programs in a school and the level of success achieved.</p>	<p><b>3</b> Candidate can provide examples of how he/she implemented curricular programs.</p>	<p><b>2</b> Candidate provides a general answer regarding curriculum without providing examples.</p>	<p><b>1</b> Candidate is unable to answer the question, or does not address curriculum in his/her answer.</p>	
<p>6. As a principal new to the school, how would you evaluate a school's instructional program?</p>	<p><b>4</b> Candidate provides an answer that includes classroom observation, data collection, instructional coaching and a desire to work within the confines of the school structure.</p>	<p><b>3</b> Candidate provides adequate examples that may include classroom observation, instructional coaching data collection and how to work within a school structure.</p>	<p><b>2</b> Candidate provides an answer that may include generalities or may lack specific examples.</p>	<p><b>1</b> Candidate is unable to illustrate that he/she is capable of evaluating an instructional program.</p>	



<p>7. What is your philosophy about how children learn?</p>	<p><b>4</b> Candidate provides an answer that details differentiation and how to meet the needs of all children.</p>	<p><b>3</b> Candidate mentions differentiation and meeting the needs of all children and provides some examples.</p>	<p><b>2</b> Candidate provides an answer that may be general and/or lacks details or examples.</p>	<p><b>1</b> Candidate cannot describe how he/she thinks children learn.</p>	
<p>8. What place does technology play in the instructional program?</p>	<p><b>4</b> Candidate can describe several ways technology can be used in instruction, including specific programs/materials.</p>	<p><b>3</b> Candidate can describe specific ways technology can be used in the classroom.</p>	<p><b>2</b> Candidate gives a general answer about technology and/or is unable to provide specific examples.</p>	<p><b>1</b> Candidate is unable to describe how technology can be used in the classroom.</p>	
<p>9. What do you believe is an ideal process for developing school policies and procedures?</p>	<p><b>4</b> Candidate can articulate specific ways that he/she has developed school policies and procedures. He/she should include the use of outside</p>	<p><b>3</b> Candidate can articulate ways that he/she has developed school policies and procedures. Answers may include use of outside sources/</p>	<p><b>2</b> Candidate gives a general answer to how school policies or procedures should be developed.</p>	<p><b>1</b> Candidate is unable to provide examples of how to develop school policies and procedures.</p>	



	sources/ research based methods and community collaboration.	research based methods or community collaboration.			
10. What do you believe to be an effective process to design and implement discipline, policies and procedures?	<b>4</b> Candidate can articulate specific examples of how procedures can be designed and implemented in a fair, consistent and respectful manner.	<b>3</b> Candidate can provide some examples of how procedures can be designed and implemented.	<b>2</b> Candidate can answer the question, but the answer lacks detail and/or examples.	<b>1</b> Candidate is unable to provide examples and/or answer the question.	
<b>Community Leadership Questions</b>					
11. What is an ideal working relationship between you and the faculty and staff?	<b>4</b> Candidate articulated clear ways to develop a working, collaborative relationship with faculty and staff through the	<b>3</b> Candidate provided reasonable ways to develop a working relationship with faculty and staff through the	<b>2</b> Candidate provided general answers about the working relationship between faculty and staff.	<b>1</b> Candidate was unable to provide answers around the working relationship between faculty and staff.	



	use of PLCs.	use of PLCs.			
12. How do you view parent participation in a school?	<p><b>4</b> Candidate provided a clearly articulated role for parent participation in the school.</p>	<p><b>3</b> Candidate provided a defined role for parent participation in the school.</p>	<p><b>2</b> Candidate provided a general role for parent participation in the school.</p>	<p><b>1</b> Candidate stated a minimal role for parent participation in the school.</p>	
13. How would you communicate with the school families?	<p><b>4</b> Candidate clearly articulated communication strategies providing specific examples.</p>	<p><b>3</b> Candidate provided a communication strategy using practical examples.</p>	<p><b>2</b> Candidate provided a general philosophy of communicating with families.</p>	<p><b>1</b> Candidate provided minimal communication examples.</p>	
14. How would you market your school to prospective families?	<p><b>4</b> Candidate clearly articulated several marketing strategies that could be used to attract new families.</p>	<p><b>3</b> Candidate provided a marketing strategy that included effective examples.</p>	<p><b>2</b> Candidate provided a general marketing philosophy that lacked examples.</p>	<p><b>1</b> Candidate provided minimal examples around the concept of school marketing.</p>	



School Advisory Board Questions					
<p>15. What experience have you had in working with advisory boards?</p>	<p><b>4</b> Candidate can clearly describe experience and strategy working with school boards.</p>	<p><b>3</b> Candidate can describe experience working with school boards.</p>	<p><b>2</b> Candidate provides a general answer around working with school boards. If he/she does not have experience, he/she provided a strategy for working with them.</p>	<p><b>1</b> Candidate could not provide any detail or context for working with school boards.</p>	



<p>16. How do you perceive the role of the school board as part of the long term viability of the school of the school?</p>	<p><b>4</b> Candidate can clearly articulate the school board governance as it relates to the school, and can articulate the board's role.</p>	<p><b>3</b> Candidate can describe school board governance and the role of the school board.</p>	<p><b>2</b> Candidate can generally describe school boards, but may give an incorrect answer around governance.</p>	<p><b>1</b> Candidate is unfamiliar with school boards and the governance model.</p>	
<p><b>School Finance Questions</b></p>					
<p>17. What has been your experience in developing or implementing a school budget?</p>	<p><b>4</b> Candidate can articulate a strategy in developing and implementing a school budget.</p>	<p><b>3</b> Candidate is able to describe how to develop and implement a school budget.</p>	<p><b>2</b> Candidate provides some general ideas around developing a school budget, but details may be lacking.</p>	<p><b>1</b> Candidate is unable to provide any answer or experience around developing a school budget.</p>	
<p>18. If you have had little or no experience in school finances, what might you do to seek assistance and direction?</p>	<p><b>4</b> Candidate can articulate a clear strategy for seeking assistance in developing a school budget.</p>	<p><b>3</b> Candidate is able to describe how to seek assistance in developing a school budget.</p>	<p><b>2</b> Candidate provides general ideas around how to seek budgeting assistance.</p>	<p><b>1</b> Candidate is unable to answer the question or does not provide a viable answer.</p>	





Final Questions – General					
19. What do you perceive as your greatest strengths? Why?	<b>4</b> Candidate was able to give a detailed answer with several examples.	<b>3</b> Candidate gave an adequate answer with a few examples.	<b>2</b> Candidate gave a general answer with little detail.	<b>1</b> Candidate's answer contained minimal analysis.	
20. What do you perceive as your areas for continued growth? Why?	<b>4</b> Candidate was able to give a detailed answer with several examples.	<b>3</b> Candidate gave an adequate answer with a few examples.	<b>2</b> Candidate gave a general answer with little detail.	<b>1</b> Candidate's answer contained minimal analysis.	
21. What attracts you to our school?	<b>4</b> Candidate was able to give a detailed answer with several examples.	<b>3</b> Candidate gave an adequate answer with a few examples.	<b>2</b> Candidate gave a general answer with little detail.	<b>1</b> Candidate's answer contained minimal analysis.	
<b>Question Totals</b>					<b>Score: _____</b>

**Additional Comments:**

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