



## Candidate Selection Process

Thanks so much for your interest in [bringing yourself to E.L. Haynes!](#) This document outlines our selection process for the 2021-2022 school year and shares best practices.

### Selection Process Overview

1. Submit initial application and recent lesson on video
2. One-way video interview
3. Sample Lesson and/or Performance Task
4. Final Interview

### Submission of a Video Lesson (candidates for teaching positions only)

Teaching candidates are also asked to submit a recent video of your teaching that shows a clear beginning, middle, and end, along with an accompanying written lesson plan. Video lessons should be submitted at application and can be sent to [samplelesson@elhaynes.org](mailto:samplelesson@elhaynes.org).

### One-Way Video Interview

We utilize one-way interviews to provide you with the flexibility to submit responses on your own time before a designated deadline. Video interviews are conducted through Spark Hire, our virtual interview platform. You will receive an invitation and instructions in your email. We have a few questions for you to answer on your own time via a computer webcam or through your mobile device. As you prepare for your video interview, check out [these interview tips](#).

### Sample Lesson and/or Performance Task

Candidates are asked to deliver a virtual sample lesson (instructional candidates) and/or a performance task relevant to the expectations of the role to which they are applying.

### Final Interview

Candidates meet with a selection panel made up of members of a team of current staff members with connection to the role to both debrief their sample lesson and/or performance task and engage in a two-way interview in which the interviewers and candidate have an opportunity to ask each other questions.

*In most cases, interviews are conducted in-person to give candidates an opportunity to see our school community in action.* In special circumstances, interviews may be conducted over [Zoom](#), a virtual conferencing platform. Through Zoom, you will be able to share your screen and accompanying materials:

- ❑ Be sure to have your materials on your desktop for easy access
- ❑ Ensure you have a well-lit background and a stable internet connection
- ❑ Check out [this article](#) and [this article](#) for more helpful demo lesson resources
- ❑ Note that E.L. Haynes reserves the right to record interviews and sample lessons for internal assessment purposes. Please alert us if that presents a problem for you.