

[Virtual Interviews](#)

[In Person Interviews](#)

### Customizing Your Documentation Template

If you have a different number of panel members scoring or questions than this template, you may customize

### Submitting Your Interview Documentation

Please save this file using the naming convention: Position Title\_Interview Documentation\_Month Year

When the interviews have concluded, send this file to Sandy Saval, Human Resources Business Partner.

### Position and Panel Information

Please enter the required information below.

|                        |                            |
|------------------------|----------------------------|
| <b>Position:</b>       | Director of Middle Schools |
| <b>Hiring Manager:</b> | Diane Morris               |

| Scoring Members of Panel |   |
|--------------------------|---|
| <b><i>Name</i></b>       | <b><i>Position Title</i></b>            |
| Robert Motley            | Director, High Schools                  |
| Charlene Allen           | Coordinator, Leadership Development     |
| Kelly Hearn              | Principal, Patapsco Middle School       |
| Allen Cosentino          | Principal, Burleigh Manor Middle School |
|                          |   |
|                          |   |
|                          |   |

All candidates had time start for 30 minutes after instructions and just before Q1 presented

Agreement by panel to provide prompts if parts of a question were missed

Day 2 of interviews postponed due to weather.

On Day 2, scoring discussions reduced to 10 mins.