

[Virtual Interviews](#)

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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.

Position:	Director of Middle Schools
Hiring Manager:	Diane Morris

Scoring Members of Panel	
<i>Name</i>	<i>Position Title</i>
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.