

**CREATAHOLIC**

# PTA MUSIC INTERVIEW CHECKLIST



© Donna Boucher BFA, BEd, MA

**Interview Checklist**

Candidate's Name: \_\_\_\_\_

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

How did they hear about us?

Craigslist <input type="checkbox"/> Kijiji <input type="checkbox"/> UofT <input type="checkbox"/> York <input type="checkbox"/>	Humber <input type="checkbox"/> Website <input type="checkbox"/> Referral <input type="checkbox"/> from who? _____
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Copy of Resume Received?    Yes    No

Criminal Record Check?    Yes    No

References Checked?    Yes    No

**Observational Traits**

Eye Contact:	1	2	3	4	5
Personal Presentation: (how they sit, speak, personal grooming etc)	1	2	3	4	5
Attitude:	1	2	3	4	5
Are they engaging?	1	2	3	4	5
Response to questions - are they direct?	1	2	3	4	5

**Response to Interview Questions**

## **Interview Questions**

1. Tell me about something that you have done or been involved in that has evoked positive change in a previous workplace
2. Tell Me About Your experience with this type of work
3. Explain how you think you would be an asset to your students and this music school
4. What are your long-term goals? Where do you see yourself in 5 years.
5. Today, what do you consider to be one of your greatest achievements?
6. What questions do you have for me?
7. What major challenges did you face at your previous job? How did you handle them?
8. What do you consider justifiable reasons for being late to work or absent?
9. How do you think your students would describe you as a teacher?
10. Why did you decided to become a teacher?

## **Teaching Specific**

### **Classroom Management & Teaching Style**

1. Describe your teaching style?
2. How do you establish authority/discipline? What do you do when a discipline problem arises?
3. What rules do you establish in your classroom?
4. How would you deal with a student who was a habitual behavior problem?
5. What techniques do you use to motivate students?
6. How do you involve parents in your students' learning?
7. Briefly, describe your personal philosophy of music education.
8. If a student said she thought you were the worst teacher she ever had, what would you say?
9. How do you feel about music competitions and festivals?
10. Which music curriculums are you familiar with for your instrument? RCM, CCM, Suzuki etc.
11. What are important components of a method book? Which book or books do you prefer to use and why?

## **Scenarios**

12. How will you know if a student is bored with what they are learning? What will you do to correct this?
13. A student announces they are quitting because they have learned everything they need... how will you convince them otherwise?
14. A student doesn't show up for 2 classes... what will you do?
15. Give some examples of materials you would use to build a diverse repertoire.
16. Give us an example of one of your recent musical challenges with a student, and how you addressed the problem.