

Guidelines for Conducting Group Interview Sessions

Participants: 8 students

Time: Approx. 60 minutes

Facilitators/Observers: 2 faculty members

Materials Needed: (these will be available in the interview room)

- Large Nametags (dark pen)
- 2 boxes of objects for group activity
- Copies of group task for all students
- Writing prompts
- Pencils/pens

Note to interviewers

This is an interactive, dynamic, and open interview. Please consider the structure of the interview and the nature of our program (pedagogically and practically) when scoring candidates (i.e., the group dynamic can be intimidating, and we're looking for good teachers, not bon vivants). Remember too, that not everyone can lead a group and that silence is, in many places, "golden." Also, do not neglect to provide candidates with the opportunity to use the writing sample as a means to describe why they participated as they did in the interview.

Structure of the Interview:

- I. Welcome the interviewees and introduce yourselves. Describe the roles you will be taking in this process (Acting as facilitators and observers).
- II. Briefly describe the three part structure of the interview process
 - Whole group discussion
 - Small Group Activity
 - Individual written reflection
- III. Introduction (whole group discussion—15-20 minutes)
 - Explain that each person will have the opportunity to introduce and tell a little bit about themselves. *This is intended to be an interactive process.* Encourage them to ask questions and/or make comments during the conversation.
 - Considerations to keep conversation flowing:
 - What sorts of comments are interviewees making? Can you draw any parallels between interviewees you can then use to extend topics/discussion between them?
 - Consider the past experiences they may introduce, ask them how such work relates to teaching? What sorts of connections do they see between their current/past jobs and teaching?
 - If interviewees mention preference for one grade level over others – ask how they've come to these conclusions – check then to see what others think about these choices?

- IV. Group Activity—25 minutes maximum
- Explain that they will be working in groups of four. Each group will be given the same task to complete. The task requires that they read a short paragraph on organizing objects and then work together as a group to use what they learned from their reading to organize a group of objects. They will have 20 minutes to complete the task. After the task is completed each group will be asked to explain the thought process they went through to do the task. (How would they explain what they did to someone who doesn't understand). Give each group an opportunity to make comments/ask questions about the other group's work.
- V. Written Reflection—10 minutes
- Explain that they will have 10 minutes to reflect on their experience during the interview process. They should organize their writing to address each section of the interview (i.e., whole group discussion and small group activity), the overall experience, and then provide any additional information about themselves that they would like to share (if any).
 - In scoring the writing sample, 2 or more errors in a category warrants a “problematic” designation for that category. Two or more categories identified as “problematic” constitute referral for writing support.

Writing Sample Directions

1. **Tell students you are giving them a writing sample to get an idea of their written English proficiency.**
 2. **Inform them that they will be scored in the areas of organization of ideas, vocabulary/grammar usage, clarity of expression, sentence structure, spelling and punctuation.**
 3. **Inform them of time limits. (Proposed time limit: They will have 2 minutes to brainstorm ideas and 5 minutes to write a response to a prompt).**
 4. **Writing prompt is on student's sheet.**
- VI. Close—5 minutes
- Thank them for participating
 - Explain what happens now:
 - Please advise students to make sure they complete their application file ASAP.
 - If they have any questions please contact Jacque Russell or Kim Case
 - Ask if they have any questions.