

RECORD OF DISCUSSIONS WITH PROSPECTIVE FACULTY MEMBER
 (You will have to design questions to evoke a response about the parameters listed below.)
To be filled in by each panelist separately

Name of the candidate:

Position/Subject:

Name of Panelist:

Date:

(E=Excellent; V=Very Good; G=Good; F=Fair; C=Uncertain/Could not ascertain)

ASPECT		E	V	G	F	C
<i>A. BASIC AND FUNCTIONAL</i>						
1	General appearance, appeal, affability, accessibility					
2	Academic qualifications for the position					
3	Requisite conceptual understanding of the subject					
4	Fluency in spoken English					
5	Richness/width of previous experience					
6	Intellectual width and general awareness/reading					
7	Tenacity/ job oriented or task completion oriented					
8	How energetic, active, alert and dynamic did the teacher seem?					
9	To what extent was the teacher in "eye" contact with you?					
10	How good was the pronunciation and language used?					
11	How audible and clear was the person?					
12	How pleasant did the teacher sound?					
13	How well was the teacher able to listen to the questions asked? Was the quality of listening indicating humble reception of the question or was the question not "entering?"					
14	How patient was the teacher towards average students?					
15	Pleasantness; smile, laughter, humor,					
16	Impression about openness of the person					
17	How well does he/she listen					
18	Self-motivation, willingness and enthusiasm					
19.	Patience and resilience					
20	Use of multimedia/other teaching aids					
21	Ability to consider different perspectives					
22	Ability to express oneself forthrightly					
23	Ability to see interconnectedness of subjects					
24	Initiative to take up additional responsibility					
25	Expected contribution to the ambience, cheerfulness					
26	Overall understanding of educational philosophy					
27	Extent to which the teacher's world view matches with ours					

A few of the questions given below could be discussed to ascertain the attitude/understanding/exposure/experience of the teacher. These questions are by no means adequate or exhaustive. One would have to design and ask some more based on the needs and context?

- What classes/subjects/curriculum has been handled earlier?
 - Any projects/innovations/new approaches/new ideas taken up and the outcomes?
 - What were the most difficult moments as a teacher? How did the teacher overcome them?
 - What were the best moments as a teacher? How often did one experience such moments?
 - Has the teacher faced situations of exclusive relationship between adolescent boys and girls? How were the issues resolved?
 - How does the teacher identify and deal with the "slow learners?" What kind of program should be designed for such children? What could be the possible causes for learning difficulties?
 - How does one deal with the brighter children? How did the teacher identify such children? What was done for such children?
 - How does one deal with the restless children?
 - What are the mechanisms available to gain 'control' of the class?
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Brief notes based on above questions can be recorded below.

Remark/ Observations/ Recommendation of each panelist separately.

Joining time required, if selected.

Any feedback to be given to the teacher, if selected.

Overall view of each panelist (Please tick one)

Outright invitation

Out-right rejection

Invite with reservation

Please mention the reservations:

Notes and remarks of Principal:

Approval and signature of Principal: