

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · SUBSTITUTE TEACHER

1	How many years of experience do you have as a Substitute Teacher?	1 2 3 4 5	
2	What is your teaching philosophy?	1 2 3 4 5	
3	Are you comfortable working with diverse student populations?	1 2 3 4 5	
4	What discipline methods do you find most effective in the classroom setting?	1 2 3 4 5	
5	How would you handle a situation in which a student was opposing your authority?	1 2 3 4 5	
6	What are your strengths and weaknesses as a Substitute Teacher?	1 2 3 4 5	
7	What do you think are the most important qualities of a successful Substitute Teacher?	1 2 3 4 5	
8	What are the different types of classes you have taught?	1 2 3 4 5	
9	How do you handle disciplinary issues with students?	1 2 3 4 5	
10	Do you have any special skills or training?	1 2 3 4 5	
11	Have you ever taught a lesson in the absence of a regular teacher? If so, how did it go?	1 2 3 4 5	

OVERALL ASSESSMENT

CRITERIA	SCORE (1-5)	NOTES
Educational Background Appropriate qualifications or training for the position.	1 2 3 4 5	
Prior Work Experience Skills or qualifications acquired through past work.	1 2 3 4 5	
Qualifications / Experience The technical skills the position actually needs.	1 2 3 4 5	
Problem Solving Abilities Demonstrated critical problem-solving.	1 2 3 4 5	
Communication Team building and communication skills.	1 2 3 4 5	
Organizational Fit Would this hire steer the organization the right way?	1 2 3 4 5	

CRITERIA

SCORE (1-5) NOTES

Directional Fit

A step forward, or backward, in their career?

1 2 3 4 5

RECOMMENDATION

☐ Advance ☐ Hold ☐ Decline

1 = well below the bar · 3 = meets it · 5 = clearly above it

AvaHR — hiring software for teams without a recruiter
Use the same scorecard for every candidate in this role.