

SPRING COVE SCHOOL DISTRICT
SAMPLE – Candidate Summary Sheet
(Sample Scenario Is a Secondary Science Teacher)

The following individuals were interviewed on _____ for the _____ position. Based on the recommendations of the interview committee, the candidates are ranked in the following order of preference. All candidates are deemed to be unacceptable unless otherwise noted in the summary narrative.

1st Preferred Candidate – Mrs. _____ is determined to be the most qualified candidate for this vacancy and is being recommended to fill the position. Mrs. _____ is deemed to be the most qualified candidate for a variety of reasons. She has all the required certifications plus additional certification in the area of Secondary Mathematics. Mrs. _____ also compiled a college level QPA of 3.78 out of a possible 4.0 scale. This candidate scored exceedingly well on the interview assessment score sheet. Of particular note, Mrs. _____ was most able to address the issues of planning a rigorous program and setting high expectations for all students. She was also able to speak sincerely regarding the need to support cross-disciplinary instruction to support math and reading attainments. Mrs. _____'s references were extremely supportive and reinforced our perception that Mrs. _____ is a highly qualified candidate. Finally, Mrs. _____ was also most proficient in many technology tools and strategies that enhance student engagement. These strategies were very evident in the sample lesson episode.

2nd Preferred Candidate – Mrs. _____ is rated as acceptable but not as qualified as the 1st Preferred Candidate. Mrs. _____ did have the required certification but did not have additional certifications. Mrs. _____ attained a college level QPA of 3.60 out of a possible 4.0 scale. Mrs. _____ also scored well on the interview assessment score sheet. She did address the issue of rigor and high standards but not as completely and confidently as the 1st Preferred Candidate. Mrs. _____ also is proficient in using technology tools to enhance teaching and learning. Her sample lesson episode was engaging but did not seem to have the level of organization that was present in the 1st Preferred Candidates lesson. Mrs. _____'s references were also very positive and supportive of her being employed. If the 1st Preferred Candidate would not accept an offer of employment, we would find Mrs. _____ acceptable and deserving of an offer of employment.

3rd Preferred Candidate - Acceptable, but.....