

Best Practice: How to use the Recruitment SCORE CHART

The Recruitment Score Chart is a tool used to shortlist, interview and select new teachers. Some of the required competencies for the job will be demonstrated in the application and documentation provided by the candidate before the interview. During the interview the panel may wish to focus on a maximum of 10 criteria to keep within the allocated time limits.

[Download Recruitment Score Chart.](#)

RECRUITMENT SCORE CHART							
	Essential Competencies	5	4	3	2	1	Comments
1	Relevant Subject knowledge, incl. current curriculum						
2	Knowledge of didactics, pedagogic theory & practice						
3	Teaching skills including learner orientation and participatory teaching methods.						

4	Ability to manage the classroom and composite classes						
5	Oral and writing skills						
6	Team and social skills						
7	Understanding of needs of disabled learners						
8	Aptitude for engaging in extra-curricular activities, such as sports, excursions, camps, etc.						
9	Being punctual, orderly and well-organised						
10	Motivated, interested and a good learner						
11	Integrity, conduct and ethics <i>Must be scored 4 or 5 to be recruited</i>						
12	Evidence of communication skills and ability to engage with the community						
13	IT and internet skills						

14	Leadership skills, incl. planning and time management, supervising teachers, interacting professionally, etc.						
	Other						
	Other						
	Qualifications	Minimum qualifications are compulsory					
	Teaching experience						
	Professional development						
	Other relevant experience						
Candidates ability to meet the criteria must be evidence based and documented, either through the interview or through documentation supplied by the candidate.							

Rating scale:

- 5 Excellent
- 4 Good
- 3 Fair
- 2 Limited
- 1 None

Adapted from Armstrong, 2005, p. 501

See section on *Promotion* for competencies required to become a school leader.

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