



# Administrative & Supervisory Position Interview Questions/Writing Prompt

MCPS Form 445-63  
February 2016

Office of Human Resources and Development  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
45 W. Gude Drive, Rockville, Maryland 20850

**INSTRUCTIONS:** Please forward completed form with signatures to the Office of the Associate Superintendent, Human Resources and Development.

**Office** \_\_\_\_\_

Department \_\_\_\_\_

Division \_\_\_\_\_

Unit \_\_\_\_\_

Job Title \_\_\_\_\_

**Format**  Interview  Dialogue      Date \_\_\_\_/\_\_\_\_/\_\_\_\_      Start Time \_\_\_\_:\_\_\_\_      End Time \_\_\_\_:\_\_\_\_

Location of Interview \_\_\_\_\_ Location of Writing Prompt \_\_\_\_\_

**Interview Questions. Attach separate sheet if necessary.**

**Writing Prompt** (if applicable) time allotted: \_\_\_\_ minutes

**Approvals. Signatures required below per your office protocol only.**

Department Director Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Associate Superintendent Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Deputy/Chief Academic Officer Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Chief Operating Officer Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_