

Part 2: Preparing for the Big Game

Scenario Two

Job Description:

This position is for an Assistant Director of Educational Technology at the University of Central Florida's College of Medicine. This position is responsible for consulting and collaborating with faculty and staff to develop and refine classroom technology and will report to the Director of Educational Technology.

The specific tasks include, but are not limited to:

- Recommending best practices and emerging technologies
- Promoting strategic use of classroom technologies
- Working with the director of Educational Technologies to provide classroom, laboratory, and conference room multimedia technology and support
- Development, integration, and maintenance of the multimedia technologies for the college
- Provides strategic direction for the systems engineering group and for managing the team to implement specific educational technology projects
- Designs and implements special virtual displays
- Is responsible for supervision of engineers and a senior engineer for the college
- Is responsible for training knowledge management team members, faculty members, and staff members in the use of the classroom and conference room technologies
- Participates in developing related training and professional development programs for the users of the multimedia equipment
- Recommends and identifies best practices in classroom and conference room technologies
- Recommends professional development opportunities to keep staff up to date in their skills
- Fosters a team approach when managing systems engineering support services and creates an environment that promotes growth, creativity, and motivation among staff
- Other duties as required

Job Interview Rubric:

The following scoring system will be used to rate each candidate on the individual interview question. The points will be added up to determine which candidates are able to demonstrate the given attributes the most effectively and thoroughly.

The candidate has received the following score in this category (please circle one):

- 0 – Candidate was not able to demonstrate the above attributes efficiently
- 1 – Candidate was partially able to demonstrate the above attributes
- 2 – Candidate was able to effectively demonstrate the above attributes
- 3 – Candidate was able to demonstrate the above attributes extremely effectively and thoroughly

Interview Questions:

1. Good leaders are able to accept and use constructive criticism and feedback to inspire responsibility and positive behavior change within an organization. Please share a situation in which you were able to demonstrate your ability to make such a change using constructive feedback.
 - a. A suitable candidate should be able to demonstrate:
 1. Accountability for their actions
 2. How they turned constructive criticism into a positive
 3. How they used constructive criticism to help positively direct their colleagues
 4. Being open and direct with others without being intimidating
 5. How they dealt head-on with particularly difficult situations
 6. Having to use negative action in the appropriate situation

The candidate has received the following score in this category (please circle one):

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- 3 – Candidate was able to demonstrate the above attributes extremely effectively and thoroughly

2. In order to demonstrate the integrity and trust that you maintain, it is sometimes necessary to admit your mistakes or admit to areas that need improvement, even if this means doing something that is disliked by your colleagues. Please share a situation where you demonstrated integrity and trust and therefore had to admit to certain weaknesses.

- a. A suitable candidate should be able to demonstrate:
 1. Ethical and moral principles
 2. Being respected and trusted by others, i.e. being able to keep confidences throughout the organization
 3. Taking responsibility for any weakness or mistakes
 4. Turning a weakness into a positive
 5. Staying true to his or her values regardless of pressures within or outside of the organization
 6. Have the courage to say the hard things, i.e. being forthcoming when necessary

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- 3 – Candidate was able to demonstrate the above attributes extremely effectively and thoroughly

3. Please share a situation in which you were forced to make a decision that would have a great effect on your organization, its people, and future. What was this particular decision and who or what did it impact? Was your decision effective and how so? What did you consider when making this decision?

- a. A suitable candidate should be able to demonstrate:
 1. Acknowledging any biases
 2. Thoroughly defining the problem that caused the necessary decision
 3. Resources used to make and implement this decision
 4. Opportunities in which they could learn from this decision
 5. Common errors in which they encountered or could encounter
 6. Delivering solutions and decisions that contribute to the positive impact on the organization

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4. Please share a previous task or project that you were a part of where you were responsible for choosing the tools, technology, and processes that would be applied. Which tools or technologies did you decide to redesign or invent and why? Did you use any of these tools as they were? What were the final results of this project or task?
- a. A suitable candidate should be able to demonstrate:
1. An active interest in further their personal skills and how they plan to learn and apply new skills
 2. How they were able to select, use, repurpose, redesign or invent any new tools or technologies for the given project
 3. What resources they engaged in the project and how they came about choosing these resources (i.e. other professionals, courses, materials, etc.)
 4. How they have used their past projects as examples of successes and failures
 5. How they have learned from others
 6. How they are a respected member of their organization who has previously shared their expertise with others

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5. Please give an example of how you created or provided specific developmental opportunities that directly impacted a person's professional development needs. How did you choose these opportunities for this person? What kinds of opportunities did you specifically identify for the purpose of professional development?
- a. A suitable candidate should be able to demonstrate:
1. How they have invested time to help others develop in areas of strengths and weaknesses
 2. What types of feedback has been shared with those in your organization
 3. What types of developmental plans and opportunities were provided for those in your organization
 4. How they have helped convince others to partake in professional development plans of growth
 5. What kinds of discussions were held regarding development among your employees and how frequently these discussions were held

6. Creates a positive environment where feedback is accepted and encouraged in order to help inspire others to achieve their goals on their own

The candidate has received the following score in this category (please circle one):

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