

# STEPS IN APS' ASSISTANT PRINCIPAL APPLICATION PROCESS



## APPLY ONLINE

- Apply for the Assistant Principal Pool
- Provide 3 references (1 must be supervisor)
- Upload your resume & evidence of past performance

### Resources

[Resume Tips](#)

[Readiness Criteria](#)

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## GALLUP INSIGHT

If invited to this stage, you'll have the opportunity to:

- Take a 45 minute online assessment
- Answer questions to help us get to know you better

### Resources

[Gallup Principallnsight FAQ](#)

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## VIDEO INTERVIEW

If invited to this stage, you'll have the opportunity to:

- Complete a 30 minute online video interview (HireVue)
- Use a computer or other keyboard-enabled device to record video and typed responses

### Resources

[How to take a video interview](#)

[Preparing for a video interview](#)

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## DISTRICT SELECTION DAY

If invited to this stage, you'll have the opportunity to:

- Participate in performance-based tasks in person, such as role play and panel interviews, aligned to APS' Definitions of Excellence

### Resources

[APS Definitions of Leader Excellence](#)

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## EMAIL TIPS

Check your inbox and spam folders regularly for emails from:

*recruitmentservices@atlanta.k12.ga.us*

*no-reply@searchsoft.net*

with keywords:

*HireVue*

*Gallup*

## ASSISTANT PRINCIPAL POOL

Candidates are notified of their acceptance status for the pool. Approved candidates will be able to interview with principals for specific vacancies as they arise.

