

# PLS Hiring Task Guidance

## Technical & Presentation Requirements Overview

Your live interview will include a **5-minute facilitation** of 3–4 screens from an Amplify professional development session. To prepare, please complete the following steps and/or watch the support videos:

### 1. Technical Preparation

- **Account Setup:** Create your free Amplify Classroom account according to the directions below.
- **Screen Configuration:** Follow the technical documentation precisely to ensure your screens are staged correctly for a seamless presentation.
- **Prepare Student Code:** Generate a student code anywhere from 2 weeks to 24 hours before your interview.

Watch this [Technical Preparation walk-through](#) video for support.

### 2. Content & Delivery

- **Internalize the Script:** Review the "Teacher Moves" (speaker notes) within the platform. You should be intimately familiar with the content so you can deliver it fluently without reading directly from the script.
- **Pacing:** You must facilitate **all chosen screens within the 5-minute time limit**. Use the timing guidance in the "Teacher Moves" to ensure you stay on track.
- **Engagement:** Present as if you are facilitating an in-person session for a group of educators. While you must cover all essential key points, we encourage you to bring your authentic voice and personality to the presentation.

Watch this [Content & Delivery walk-through video](#) for support.

Preparation Checklist	Interview Checklist
<ul style="list-style-type: none"> <li><input type="checkbox"/> Create account</li> <li><input type="checkbox"/> Make a copy of the activity</li> <li><input type="checkbox"/> Rename the activity</li> <li><input type="checkbox"/> Save and publish</li> <li><input type="checkbox"/> Access teacher moves (option to print)</li> <li><input type="checkbox"/> Internalize &amp; prepare for interview</li> <li><input type="checkbox"/> Assign session</li> <li><input type="checkbox"/> Generate student code</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Prepare presentation tab for interview                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Click "Teach"</li> </ul> </li> <li><input type="checkbox"/> Prepare Google Meet tab &amp; screenshare</li> <li><input type="checkbox"/> Have teacher moves ready in print or additional tab</li> <li><input type="checkbox"/> Guide interviewers to student login URL and share code</li> <li><input type="checkbox"/> Present session from "Student" tab</li> </ul>

## Platform guidance for prepping and delivering the performance task (10 min)

### 1. Create an account.

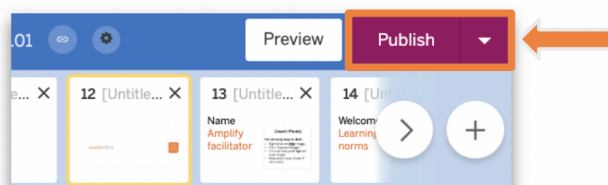
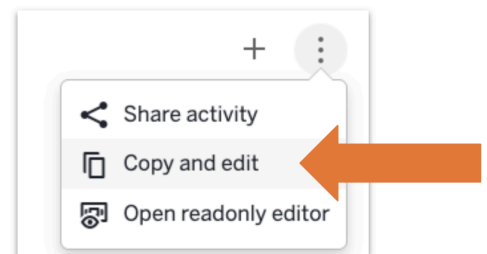
- Go to [learning.amplify.com](https://learning.amplify.com) and click “Sign Up” at the bottom. Login with Google or fill in the email, password and name fields.

### 2. Copy and customize the activity for your session

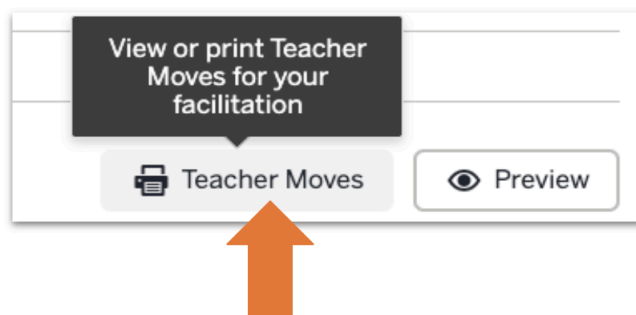
- Click the link below to access the correct performance task for the position you are applying for.

<a href="#">STEM performance task link</a>	<a href="#">Literacy performance task link</a>	<a href="#">Biliteracy performance task link</a>
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- Copy this activity for your task.
  - Copy and edit the activity by clicking the 3 dots at the top right of the screen (next to the plus sign), as pictured. Then select “Copy and edit.”
  - Delete [Copy of] from the title of the activity.
  - Update the title to include your first and last name.
  - Click save.
- Publish the activity.

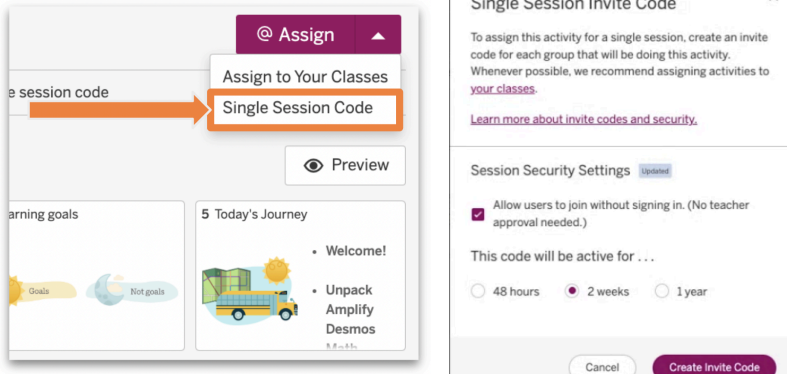


- Access the Teacher Moves for a PDF version of facilitation notes and the script for the screens. Consider practicing and/or reviewing these prior to your virtual interview.



### 3. Assign this activity for your interview (at least 5 minutes or up to 2 weeks prior to the live call)

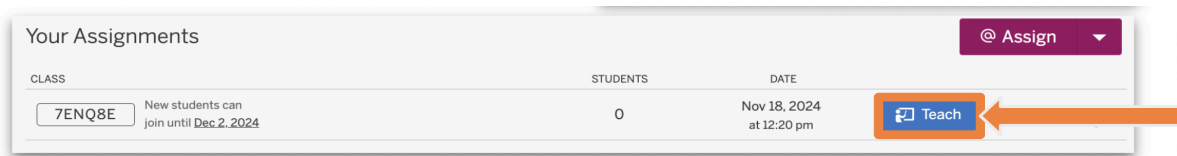
- Click the drop down arrow next to “Assign” and click Single Session Code.



- Check to ensure "Allow users to join without signing in" is already selected.
- Choose 2 weeks for the code to be active and within the time frame of your scheduled interview.

### 4. Prepare to deliver

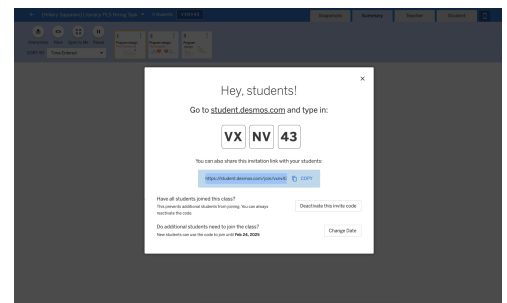
- Open three tabs to prepare to facilitate the session:
  1. Log back into your custom activity via [learning.amplify.com](https://learning.amplify.com). Access your activity by clicking on “My Stuff” and “Customized Activities.” Click “Teach” to open the teacher dashboard. *Note: If you need to locate your customized activity, you can find it under “My Stuff” on the left hand side. Click on “Custom Activities.”*



2. Open up the link to the interview on Google Meet from the Calendly invite. You will share the first tab you opened in this step, the teacher dashboard of your session).
3. One additional tab for the Teacher Guide PDF to reference the ‘Teacher Moves’ (facilitator notes).
  - Optional: Use a second device to view the Teacher Guide notes or print the PDF to reduce clutter on your screen.

### 5. During delivery

- The Single Session Code pop-up window automatically displays after you click “Teach.” You can access the Single Session Code pop-up at any time by clicking on the code next to the activity title at the top of the screen.
- Guide interviewers to login to [student.amplify.com/join](https://student.amplify.com/join) and type in the Single Session Code on the screen. Interviewers do not need to sign in. You can also put a link in



the chat.

- Present the session from the **Student** tab on the teacher dashboard.
  - Please do not present using the Teacher, Summary, or Snapshots tab.
  - Please do not go into full screen mode (the two arrows above the screen).

