

Thank You For Your Interest In Joining Informed K12!

If you are reading this, it means you decided to apply to a role at Informed K12. Applying for a role takes time and effort. We appreciate you taking an interest in the work we are doing and in our mission to support K12 districts across the country.

Many of our employees come from different industries and backgrounds. Their feedback has made one thing clear. Tech hiring often feels confusing and opaque. We created this guide to reduce that confusion and help you feel more confident and prepared during the process.

At Informed K12, transparency and inclusion matter to us. Our goal is not to test you, surprise you, or hide anything. We want to set clear expectations, give you insight into who we are, and help you decide whether this is the right environment for the next step in your career.

What We're Looking For

We have identified a set of qualities that consistently lead to success at Informed K12. These qualities shape how someone thinks, collaborates, learns, and solves problems. When we are uncertain about moving forward with a candidate, it is usually because we still have questions about one or more of these areas.

Below are the qualities we value across every role at Informed K12:

Growth Mindset

We want to understand how you learn and adapt. Tell us about moments where you gained a new skill, adjusted your approach, or grew from feedback. We are interested in how you stay curious, open, and adaptable when you encounter something new.

You are not expected to have all the answers. We value curiosity, reflection, and a willingness to grow.

Intrinsic Motivation

We want to understand what drives you and how you take ownership of your work. Share examples of times when you taught yourself something, took initiative, or followed through because it mattered to you. Intrinsic motivation shows up in preparation, effort, follow through, and a willingness to do what is needed without waiting for direction.

Emotional Intelligence

We value clear communication, strong listening skills, and thoughtfulness in difficult moments. Emotional intelligence plays a big role in how we collaborate, build trust, and create a healthy team environment. We want to understand how you work with others, how you take in feedback, and how you move through moments of tension or change.

Accountability

Accountability is about taking responsibility for your work, your decisions, and your outcomes. We want to hear examples of times you delivered results, owned a mistake, or made improvements when something did not go well.

We appreciate honesty, reflection, and follow through. Accountability builds trust across the team and allows us to operate effectively.

Systemic Thinking

We want to understand how you think about the bigger picture. Systemic thinking shows up in how you connect information across teams, identify patterns, and solve problems at the root rather than at the surface.

Tell us about moments where you zoomed out, understood the broader context, or made decisions that solved a problem in a long term, repeatable way.

Our Interview Process

Our hiring process has four stages. Hiring is a two way street, so as you move through each step, we encourage you to also consider whether Informed K12 is the right fit for you.

Our hiring process includes the four stages outlined below. As you move through each step, we will share clear expectations, timelines, and who you will meet with. If you ever need more information, don't hesitate to ask!

Stage 1 - Phone Screen	Stage 2: Skills Exercises
<p>You will meet with a member of our team to talk through your background, experience, and interest in the role. This helps us understand your career path and what you are looking for next.</p> <p>Preparation Review your resume and be ready to talk about what you learned from your previous roles and experiences.</p>	<p>You will complete exercises that reflect the day to day work for the role. These may include written tasks, scenario based work, or a small project. The number of skills exercises depends on each role.</p> <p>Preparation We will send detailed instructions and provide ample time to complete the exercise. If you ever need more support or clarity, just ask.</p>
Stage 3: Leadership Interview	Stage 4 - Reference Checks
<p>You will meet with two members of our executive team. This is a conversational interview focused on your career journey, helping us get a deeper understanding of your thought processes. We will ask about your experiences, decision making, and the qualities we listed earlier. You will also have a chance to ask questions.</p> <p>Preparation This interview is unique and meant to help our executive team members understand your career journey and the unique experiences you've had along the way. We encourage openness and vulnerability here. The best way to prepare is to reflect deeply on your career journey thus far.</p>	<p>Reference checks help us understand how you can succeed in our environment. We use this stage to learn more about your strengths, how you collaborate, and where we can support you.</p> <p>We typically speak with two managers and one peer who have worked closely with you.</p> <p>Preparation Have a few references in mind who can speak to your impact, results, and working relationships. We will guide you through what we need once you reach this stage.</p>

Why We Use Different Types of Exercises

We incorporate a variety of exercises to better understand how you approach different types of work. Some exercises are live conversations that help us see how you think in real time. Others are take home exercises that give you space to explore a problem more deeply.

Take home exercises may include a small project, a presentation, or research based work. These allow us to see how you prepare, how you organize information, and what your thought process looks like. The purpose is not perfection. We want to understand how you approach new tasks, how you problem solve, and how you think.

Best Practices

Below you can find some general interview tips that you can apply to our interview process or any interview process.

- If you're taking a phone call, make sure you're in a quiet room if possible. If you're in a noisy environment (ex. Outside when it's windy) it can be difficult to hear you. For video calls, make sure you have reliable WiFi.
- We understand that with folks working from home, there can be unexpected pets, kids, partners, roommates, etc. distractions that enter the video screen or can be heard on the video. If anyone

comes into the screen, that's completely fine with us! Internally, we welcome anyone coming onto screen during our meetings :D

- Do research on the company and be able to clearly articulate why you're interested in joining the team. A helpful tip to check out our company culture at Informed K12 is to [check out our blog](#).
- Come up with 2-3 specific examples of what you consider your best work to be. Practice explaining your examples beforehand.
- Consider a structure when providing examples of your work. For instance one structure we've seen be successful is the STAR method (see below).

Additional Interview Tips

- Think of specific questions you'd like to ask your interviewer. The more research candidates do, the more thoughtful their questions tend to be.
- If you have a question, please ask! Feel free to reach out to the hiring manager or the person who is helping to schedule you for interviews with any questions you may have about the process or if something is unclear.
- If you are excited about the position, don't hesitate to express that! Email a thank you note or a message about how you are excited about the role and happy to learn more

Additional Resources

- [STAR method](#)
- [Going Above & Beyond in A Job Interview](#)
- [Demonstrating Analytical Thinking In an Interview](#)