



# Book School Interviews Online

**KEEP THIS NOTE UNTIL INTERVIEWS ARE FINISHED AS A REFERENCE**

I have set up the database for the interviews. We are holding interviews in week 8 Monday 2<sup>nd</sup> to Thursday 5<sup>th</sup> for grade 5/6 teachers and week 9 Monday 9<sup>th</sup> to Thursday 12<sup>th</sup> for the rest of the school.

The school will provide subway sandwiches on the nights you are working to 7pm. Please bring your own drink bottle.

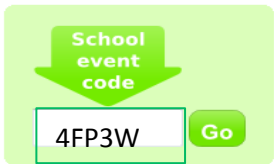
You can access the website on [www.schoolinterviews.com.au](http://www.schoolinterviews.com.au) (or used the link on the intranet at school). You click on “school admin” button and type in the username “beaconsfield.ps” and password “interviews”.

## What our parents need to do to book an interview:

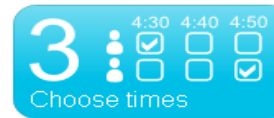
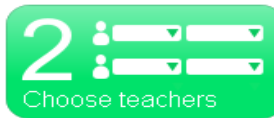
**BOOKINGS OPENED Monday 19<sup>th</sup> August at 3:00pm**

**BOOKINGS CLOSED for grade 5/6 Friday 30<sup>th</sup> August at 9:00pm**

**BOOKINGS CLOSED for Prep to grade 4 Friday 6<sup>th</sup> September at 9:00pm**



Go to:  
[www.schoolinterviews.com.au](http://www.schoolinterviews.com.au)  
Enter the school event code: 4FP3W  
Then follow the 3 simple steps.



When they have finished, they will be emailed their interview timetable – they might need to check their junk mail folder if they do not receive their email immediately. They can return to [www.schoolinterviews.com.au](http://www.schoolinterviews.com.au) at any time and change their interviews – until bookings close.

For parents that do not have internet access, they will be able to book their appointment times at school. We have a computer in the library for them to access before school from 8:30 to 9:00am and after school from 3:30 to 4:00pm. They can also contact you directly or the office.

You can make bookings on behalf of a parent. You access the site through the “admin” button and click on “book for a parent” up the top. After you have made the booking, it will give you a note to print and pass onto the parent.

If they wish to change their interview time after the closing date, they will need to contact you directly.