

JOB INTERVIEW

Arrive 10 min early | No Gum | Be Polite | Turn off Phone

Tell about You?

Just give a brief background in about three sentences. Tell them what college you graduated from, what you're certified to teach, what your teaching & working experiences are, and why you'd love the job.

State Standards?

Be familiar with the state standards and Common Core (if interviewing in a CC state).

Preparing for Standardized Tests?

Know what standardized tests are given for grade level. If possible, be familiar with the format of test. Talk about experience in internship preparing students.

Parent communication?

It's important to have an open-door policy and invite parents to share their concerns at any time. Give specific examples of how you intend to communicate with parents.

Strengths & Weaknesses?

This can be tricky. Many suggest giving a weakness that can be seen as a strength. Be genuine. They want to see you're reflective.



Dress for Success

Dress professionally in an outfit that is more sophisticated than simply what you would wear for a normal day of teaching. Keep your outfit conservative, but do not be afraid to include color. White shirts can be a problem if you begin to sweat or if they are see-through material. Women can wear a skirt (appropriate length) or a pants suit. You might want to avoid short sleeves if it looks too casual. Men can wear dress pants, button-down shirt, and a tie. Plan your outfit and have it ready to go!

Remember Good Hygiene

Use mouthwash - don't smoke before you go - IRON CLOTHES!



REMEMBER TO SMILE!!!!

LOOK THEM IN THE EYE!!!!

SHAKE HANDS FIRMLY!!!!



Research the Campus & District

Show that you know something about the school and district. Look at their websites and make sure to learn about their mission statement and goals. Learn as much as you can. This interest will pay off when you are answering questions and will show that you are not interested in just a job, but also in teaching at that particular school. Sometimes a campus is starting new initiatives in a particular subject area, so look for information like that on the website. If possible, know about any discipline programs they use as a campus. Do not be afraid to ask friends or other contacts who are familiar with the school about the school. The most important knowledge to have about the campus is to understand student demographics.

What do you take with you?

Take a copy of your resume & cover letter and put it in a new file folder. Use resume paper if possible. Take copies of your letters of recommendation.

A Few Tips...

- Be alert and listen to the questions - do not allow your nerves to take over your mind
- Show enthusiasm for teaching and for students
- Be interested in professional development
- Know your certification area and grades and give a time frame of when you will be certified
- Be prepared to discuss specific ways you integrate technology
- Keep in mind that principals typically don't negotiate salary, so no need to ask about it at interview. Look up their pay scale or discuss further once you have a job offer.
- It's fine to ask about the hiring timeframe and when you should expect to hear back.
- SELL YOURSELF! You are your own advocate.

Prepare a List of Questions to Ask:

At the end of the interview, you'll be asked if you have any questions. Prepare 3-5 questions, but do not ask more than 3 questions. It is ideal to ask 2 questions of the interviewer. If you are afraid you'll forget the questions, then write them down and have them ready to refer to.

Some Suggestions for Questions:

- How would you describe parental involvement at this school?
- What is a typical class size?
- What type of opportunities are provided for professional development?
- What types of technology are available for teachers to use in the classroom?
- What kind of support system will I have as a new teacher?
- What resources are available to support special population students?



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Classroom Management

You might want to mention a proactive approach, meaning that you set your students up for success by making expectations, rules, and procedures clear to try to solve discipline problems before they start. You can mention that you will spend a lot of time in the beginning of the year establishing specific procedures, with extensive modeling and practice. Be prepared to talk about a specific plan you can incorporate.

Why do you want to teach here?

Proximity to home (you're part of the community)? Good reputation? You really want the grade level available? Be authentic in your response.

What if a lesson doesn't go well?

Discuss assessment (informal and formal) and how you would apply what you learn from assessment. Don't be afraid to talk about seeking advice from your team or colleagues.

Answering the Questions

I created this formula after sitting through so many interviews where candidates did not answer the questions asked. It is a suggestion to help you think about how to frame your answers for interview questions. I will provide example answers when we meet to discuss interviewing.

1. Provide a brief overview of your philosophy that connects to the question
2. Discuss the SPECIFICS of how you would solve the problem or integrate the idea into your own classroom
3. Give an example of when you did this or something similar or related to the scenario (you'll want to pull from experiences during internship)

How to Follow-up After the Interview:

Send a thank you email after the interview. One suggestion is to have the basic format of your thank you written and saved as a draft. When you get to your car after the interview, you can pull it up and write in something discussed in the interview or something you found interesting when seeing the school to personalize it. Then email it immediately.

Preparing for Questions

PRACTICE with anyone who will help you. PRACTICE in front of a mirror. PRACTICE by videoing your answers. You might not be asked the questions you specifically practiced, but the very act of talking through your answers will prepare you for most questions you'll be asked. Concentrated practice will also help you work through your answers, so you don't appear flustered in the interview. Keep in mind that you will be nervous and be forgetful, but by practicing a lot, you will be so familiar with your ideas that you can push through the nerves in the moment. Use the list of questions I compiled from administrators as a starting point for practicing.

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