

# Interviewing

Education Majors

# Importance

- Make a good first impression
- Convince an employer that you will be a good teacher
- Convey skills, abilities and eagerness

# Importance

- Perception is everything
- Unique personal attributes
- Intuitive reactions to candidates
- Interviews more subjective than objective

# Preparation

- Convey your ability to teach
- Know yourself and school districts
- Understand different types of interviews that school districts use
- Practice!

# Self-Assessment

- Identify strengths and weaknesses
- Employers recognize beginning teachers have much to learn
- Honest assessment will help you answer questions during interviews
- Have cache of stories

# Research Districts and Schools

- Use the Internet
- When requesting applications, ask for brochures or other printed materials
- Check with Career Development
- Local Chambers of Commerce

# Types of Interviews

1. Group
2. Standardized interviews:
  - Follow a definite process
  - Candidates are asked the same questions, and their responses are recorded and scored

# Who Interviews

- HR Director
- Superintendent
- Principal
- Assistant Principal
- Program Director
- Department Heads
- Curriculum Directors
- Teachers

# FIRST IMPRESSIONS

- Neat, conservative clothes and hair
- Avoid distracting accessories
- Be on time
- Bring: several copies of resume, references, portfolio

# FIRST IMPRESSIONS

- Courteous to all
- Firm handshake and confident introduction
- Be enthusiastic, sincere and professional
- SMILE

# Traits They Seek

- Interpersonal skills
- Self-motivation and ability to motivate students
- Ability to provide a positive emotional climate in the classroom
- Professional integrity

# Interview Questions

- “Real life” and “what if” situations
- Classroom management
- Enthusiasm for teaching
- Demonstrate subject matter knowledge
- Describe/ evaluate strengths

# Interview Questions

- Commitment to teaching
- Knowledge of the teaching field
- Interpersonal skills
- Role of a teacher
- Professional judgment

# Good Answers to Tough Questions

*Help! I ramble!*

# Question

What is your greatest strength as a teacher?

# STEP 1

**State what you're trying  
to prove**

"I feel that my greatest strength is  
the ability to manage my time."

# STEP 2

**Give concrete examples to prove it.**

Throughout college I have balanced eighteen-hour semesters with clinical field experiences, held a part-time job and maintained a high GPA.

# STEP 3

## **Relate it back to the job.**

While working in an inclusive classroom, I have learned to challenge my general education students, make modifications for students with special needs and provide enrichment activities for students who are high learners.

# Question

Tell me how you dealt with  
a common classroom  
discipline issue.

# STEP 1

## **Incident**

While student teaching in 2<sup>nd</sup> grade, tattling became a daily distraction.

# STEP 2

## **Action**

I created a mail box where students could leave me a note, creating a self-check, thus helping them determine if this was important enough to report to the teacher.

# STEP 3

## **Outcome**

After implementing the mailbox system, I noticed a significant decrease in tattling as students learned to self-check before informing me.

# Wrapping Up the Interview

- Express Enthusiasm
- Restate any points you feel are important
- Ask great questions!
- Ask when decision will be made
- Say thank you, then write one

# CANCELLATION/ NO SHOW POLICY

Notification of CANCELLATION received less than 24 hours prior to the interview will require that a courtesy letter to be written to the interviewer and delivered to the Career Development Center within **24 hours** of the missed interview. Failure to comply will result in being removed from future interview schedules and loss of the right to interview on campus.

In the case of a NO SHOW, which entails no contact with the Career Development Center concerning cancellation and failure to show for the scheduled interview, your name will be removed from all interview schedules and seniors will be removed from resume referral immediately. To be eligible for future on-campus interviews and resume referrals, a letter of apology must be written to the interviewer and delivered to the Career Development Center within **24 hours** of the missed interview. In addition, the student must also schedule an appointment with a counselor to discuss eligibility for future services.

# Practice, Practice, Practice

Mock interviews:

Call 726-2980 to schedule.