

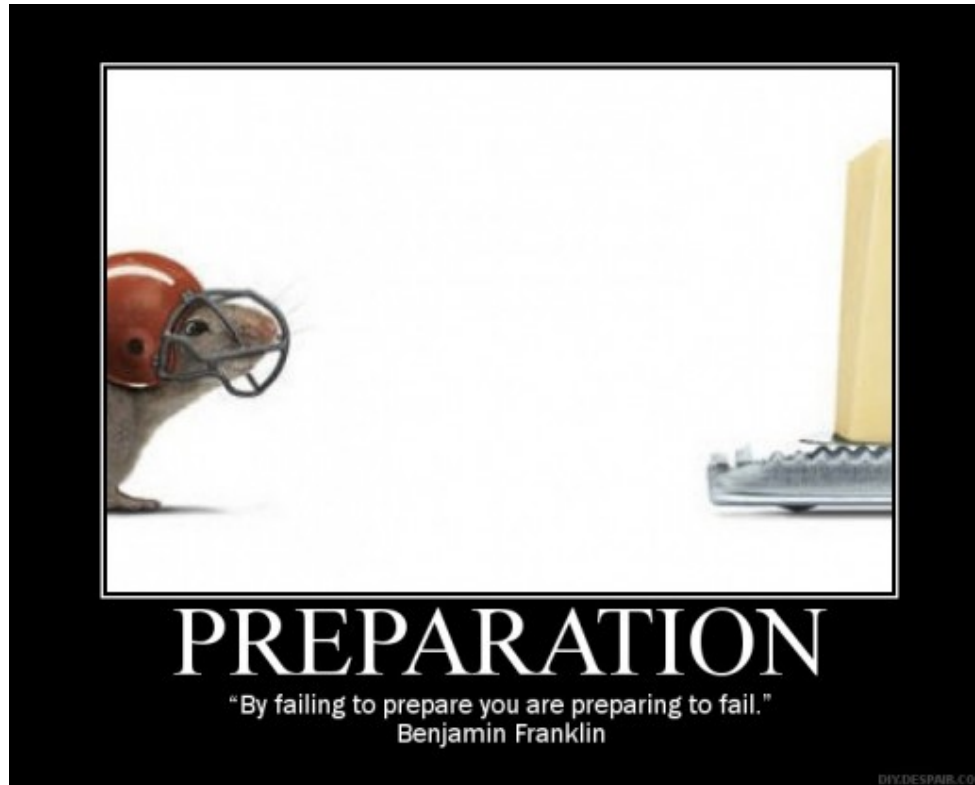


Interview Skills for Teachers

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Being Prepared is Key



The Interview Process



- Interviewing is a two-way street.
- You are interviewing the school/district as much as the interview committee is interviewing you.
- It's a learning experience. They learn about you and your qualifications for the position, and you learn about the school and its people.

Before the Interview

RESEARCH THE SCHOOL DISTRICT:

LOOK AT THEIR WEBSITE, AND RESEARCH:

- The Community
- Mission and Vision Statements
- Schools
- Staff Development Offerings
- Salary/Benefits
- Demographics

Learn as much about the district/school as you can!!!



Know the KIND of Interview

(ask beforehand):



- One-on-One
- Phone
- Group
- Lunch/Dinner
- Panel
- Skype

Day of the Interview



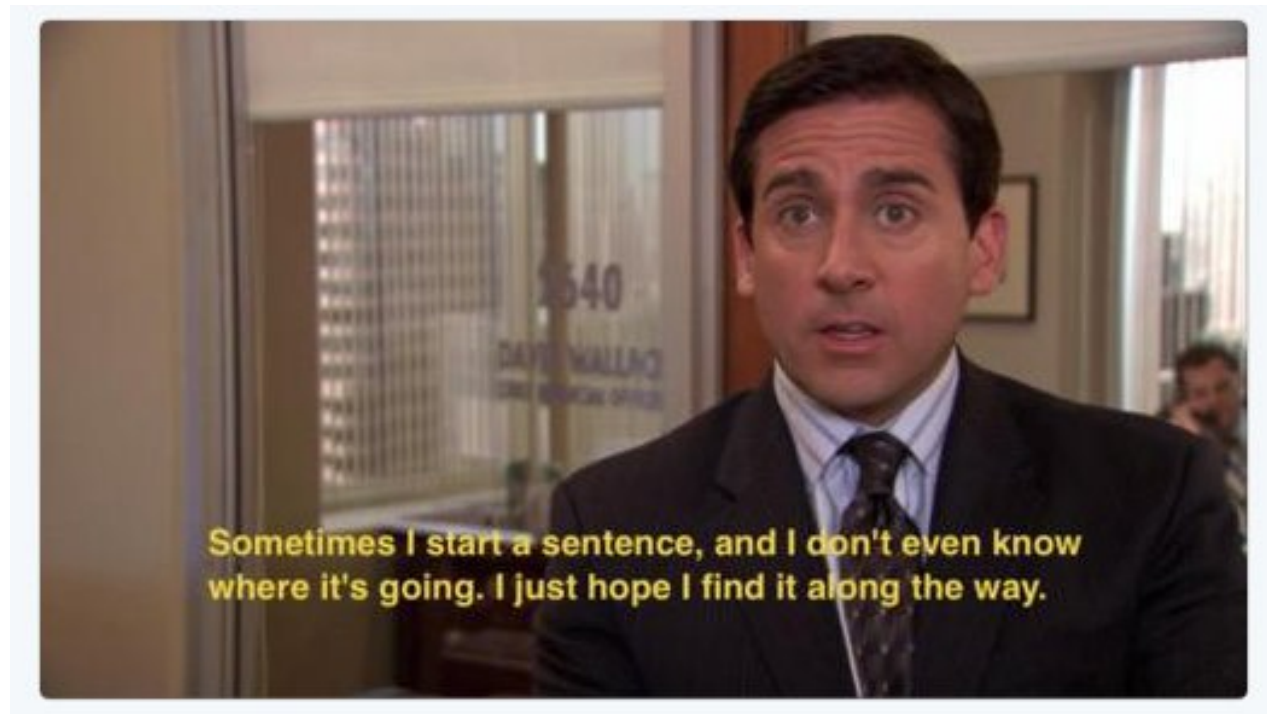
- Arrive early (15 minutes)
- Eat breakfast/lunch
- Leave your phone/purse behind
- Don't bring it if you don't need it
- Be prepared (portfolio, questions)
- Bring resume, notepad, and pen
- Be friendly
- Show enthusiasm
- Be yourself! (authentic)

Interview Mistakes

- Not doing your research
- Arriving late
- Dressing inappropriately
- Not making eye contact
- Talking in clichés
- Trash talking your previous employer
- Not asking questions when they prompt you
- Texting or looking at other social media
- Lying or stretching the truth



Common Interview Questions



PRACTICE TIME!!!

Be Prepared To:

- Complete a performance assessment, so think about what you will need to take with you...
- Create a lesson plan
- Teach a lesson
- Give a presentation



Tell Me About Yourself



- Describe your education, training, experience and skills related to the job.
- Communicate your passion for teaching and how you found yourself pursuing that career.
- Conclude with a statement about how this position relates to your career goals. (Tip: do a Google search for “teacher elevator pitch.”)



- Talk about your family, friends and personal interests.
- Admit that you’re a pretty boring person and there’s not much to say.
- Explain why you’re desperate for this job.

Tell Me About Yourself

It should be interesting, memorable, and succinct.

Who you are

My name is Katie and I am a senior majoring in elementary education.

Specific interest

I am very interested in the 3rd grade teacher position.

Why you are qualified

- I was a student teacher at Appleton Elementary teaching third grade. I also have been a project manager for the education club at CMU where I've learned to lead the club, as well as how to multi-task and stay organized. I also have been on the soccer team, which has given me an opportunity to practice leadership skills and work as a team.

Closing

- I want to make a difference by becoming a teacher.

Tell Me About Your Strengths/Weaknesses



RIGHT

- Ask your supervisors, advisors, family/friends what your best qualities are.
- Match your response to the skills and qualifications outlined on the job description.
- Be honest about your weakness, but be prepared to explain how you are improving on it.



WRONG

- Being dishonest. (You should be able to provide examples of how you've demonstrated your strengths.)
- Giving generic responses.
- Describing a flaw in your character (e.g., "I typically run about 5 minutes late everywhere I go...")

What Motivates You to do a Good Job?



RIGHT

- Opportunities that challenge me.
- The chance to take on a new project.
- Knowing that my work makes a difference/helping others.



WRONG

- Money/bonuses.
- Having the summers off helps...
- A supervisor breathing down my neck and watching every move I make.

What Do You Expect To Be Doing In Five Years?



RIGHT

- Keep your response general. Communicate that you want to have gained competencies and be considered a valued team member.
- Stress that you are seeking long-term opportunities.
- Convey your enthusiasm for the job.



WRONG

- Being too specific.
- Being ambivalent/flakey/hesitant.
- Raising red flags.

Behavioral Questions

S ituation or Task	Describe the situation you were in or task you needed to accomplish. Use a specific example. Give enough detail for others to understand.
A ction you took	Describe the action you took (be sure to keep a positive focus on you). Describe what you did on the project.
R esults you achieved	What happened? How did event end? What did you accomplish? What did you learn?

Common Behavioral Questions

- You are in a parent-teacher conference and the parent starts getting irate-personally attacking you because you are a first-year teacher. How would you diffuse the situation?
- Your classroom becomes unruly. What do you do?
- It is the beginning of the morning and your students are in the room, seated and ready to go. As you close the door, an upset parent rushes up and wants to talk to you about a grade he feels his child received unfairly. What do you do?
- Give a work/student teaching example of how you are a team player.

Questions to Ask the Interviewer

- What special training or staff development is available for new employees?
- Of what event or accomplishment are you most proud as a school (or district)?
- What goal(s) does the building or district have for the upcoming year?
- What are some special events the district/building sponsors?
- What qualities are you looking for in an ideal candidate for this position?
- Are there opportunities to be involved in extracurricular activities?
- When do you expect to make a hiring decision? What are the next steps in the process?

Overall Tips to Remember

- **Greet everyone** with a smile and handshake.
- **Look at the interviewer** as you answer questions.
- Be **friendly** and act **enthusiastic!**
- **Think** about each question thoughtfully, and **answer in a calm, organized manner.**
- At the end of the interview, **ask the questions you have practiced**, unless they have already been addressed during the interview.
- **Thank** the interviewer(s) for their time.
- **Tell them** you look forward to hearing from them.

**INTERVIEWER : SO, TELL
ME ABOUT YOURSELF.**

**ME : I'D RATHER NOT..I
KINDA WANT THIS JOB.**
@REBEL CIRCUS



After the Interview



Within 12-48 Hours

- Send a Thank You note or email!
- Send a Thank You note or email!
- Send a Thank You note or email!

Following-Up After the Interview



- Phone call or email is appropriate **one business week** after your interview.
- You're are inquiring about the status of the position.