



The Key to Success...
A Good Interview
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**A Good Interview
Unlocks
A Bright
Future**





**OBJECTIVE FOR INTERVIEW
SEMINAR:**
Establish general interview guidelines that lead to successful employment.
The following topics will be covered:

- Present a positive image and make an outstanding first impression
- Plan for the interview in advance
- Practice is important for preparation
- Characteristics districts desire in teachers
- Common interview topics
- Sample interview questions
- The evaluation process
- Signing a contract
- Writing thank you notes

 **FIRST IMPRESSIONS COUNT**

The interviewer's first impression is created by your appearance...

- Dress conservatively and professionally
- Nails clean, hair neat and shoes shined!
- Avoid strong fragrances



 **FIRST IMPRESSIONS COUNT**

- Warm smiles will help during the interview
- Project confidence and professionalism while remaining warm and approachable
- Your body language and tone of voice will create an impression



 ***The image you project can have greater weight than what you actually say...***

- Words express only 30-35 % of what we actually communicate
- Facial expressions make up over 50 % of all communication
- Non-verbal communication speaks louder than words!







A SUCCESSFUL INTERVIEW

A successful interview takes planning and practice...

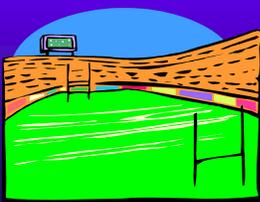
It is an opportunity to present yourself as the best qualified candidate for the job.





A SUCCESSFUL INTERVIEW

- Interview situations often tend to put the person being interviewed at a disadvantage
- Candidates want to do all they can to even the playing field and give themselves every advantage





A SUCCESSFUL INTERVIEW

Candidates should have a two-way conversation with the interviewer where both are on equal terms...

- This is possible when a candidate is prepared *and*
- When a candidate remembers that s/he is interviewing as well as being interviewed
- This process will allow the candidate to determine if this is the district where s/he would like to teach





A SUCCESSFUL INTERVIEW

Being ready to present yourself requires that you...

- Are ready to explain how education and experience prepared you for the position
- Have researched the district
- Know your strongest skills and qualifications
- Have determined how you meet the requirements for the job
- Anticipate questions that the interviewer might ask you



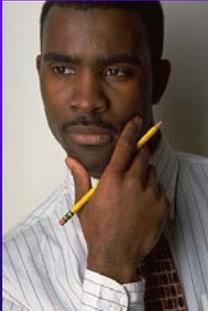


A SUCCESSFUL INTERVIEW

Think before answering questions.

Take a few seconds if needed to formulate your response.

It is acceptable to say "That's an interesting questions. Let me think about that for a moment before I answer..."



GENERAL INTERVIEW GUIDELINES



GENERAL INTERVIEW GUIDELINES

Arrive a few minutes early in order to...

- Insure that you are on time for your appointment
- Provide yourself the opportunity to adjust to your surroundings
- Allow yourself time to relax





GENERAL INTERVIEW GUIDELINES

Offer a firm hand shake. Be confident!





GENERAL INTERVIEW GUIDELINES
Be brief and direct in answering questions.
Maintain eye contact with the interviewer.





GENERAL INTERVIEW GUIDELINES

- Be natural and relaxed. Smile.
- Be animated. Nod your head and look interested.
- Be self-assured and 100% honest.





GENERAL INTERVIEW GUIDELINES

Keep enthusiasm in your voice throughout the interview...





GENERAL INTERVIEW GUIDELINES

Voice quality is very important!..

Remember that they are looking for someone who will be talking with students six hours a day.





GENERAL INTERVIEW GUIDELINES

Energy level will be noted as well...



Candidates should demonstrate that they are "a can-do" person who is up and ready to go.



GENERAL INTERVIEW GUIDELINES

When visiting district offices for interviews be courteous and friendly to the office personnel...

They can be influential in the hiring process!



**CHARACTERISTICS
DISTRICTS DESIRE IN
TEACHERS**

**CHARACTERISTICS DISTRICTS
DESIRE IN TEACHERS**



- Willingness to cooperate and be a team player
- Strong people skills with students, parents and co-workers



**CHARACTERISTICS DISTRICTS
DESIRE IN TEACHERS**



- Adaptability, teachers who are to bend but not break
- Involved, teachers who are active and who assume leadership roles





CHARACTERISTICS DISTRICTS DESIRE IN TEACHERS

Enthusiasm for education and students

- Willingness to learn
- Dedication to students
- Energy and motivation
- Involvement in student extra-curricular activities



HINTS FOR SUCCESS



HINTS FOR SUCCESS

- Confidence comes from being 100 percent prepared
- Think everything through in advance and role play with a friend
- Role playing will help you be more in control during the interview
- Practice makes it perfect



HINTS FOR SUCCESS

- Build rapport with the interviewer
- They hire people they like



COMMON INTERVIEW MISTAKES

- Not listening to the question asked
- Insufficient or overly detailed answers
- Rambling, straying from the point
- Fidgeting
- Indicating that you are not sure what you want to do
- Focusing on salary and benefits



INTERVIEW TOPICS



TOP TEN INTERVIEW TOPICS

- Classroom Management
- Student Teaching
- Strengths
- Weaknesses
- "What if"
- Future Plans
- Teaching Philosophy
- Teaching Style
- Motivational Theories
- Lesson Design



Classroom Management

- Have a definite classroom management plan in mind
- Be able to explain what you would do in your classroom and why
- This is one of the most important areas to be covered!
- Lack of management skills is the number one reason teachers leave the profession
- Interviewers want to be sure that teachers have a plan in place



Student Teaching

- Interviewers will be interested in knowing the subject and grade that you taught
- The socio-economic level and cultural make-up of the students is important also
- Be prepared to share about the specific lessons and units that you planned
- Mention any extra-curricular activities in which you participated such as Peach Blossom Festival, Odyssey Of the Mind, Coaching, Drama



Strengths

- Interviewers want to know what you do well
- Share specific strengths that you possess that will make you more effective as a classroom teacher
- This is not a time to be humble
- For example you can say "I have been told that I am very good at..."



Weaknesses

- We all have weaknesses and interviewers are interested in seeing if candidates recognize the ones they have
- Choose carefully the ones to share, as they should not be ones that interfere with teaching effectiveness
- Once a weakness is shared, be sure to describe what is being done to correct it



"What If..."

- "What if..." questions are asked to determine how a teacher would respond in a given situation
- Example: "What if Johnny was playing soccer when the bell rang and decided to continue playing instead of coming to class? How would you handle this situation?"
- There are no right or wrong answers to these questions
- Simply use your common sense and do the best you can



Future Plans

- It is important to set goals for your future
- They do not have to be elaborate
- It could be that you plan to begin a masters program
or
- It could be that you plan to take classes to improve your computer skills
- Employers simply want to see that you have a plan for your professional growth



Teaching Philosophy

What do you believe about...

- how children learn?
- your role as a teacher?
- classroom management?
- parent involvement?
- respect for diversity?

Be prepared to discuss your written philosophy statement!



Teaching Style

Which teaching style do you prefer?

- Facilitating
- Lecturing
- Modeling
- Guiding students to discover knowledge for themselves
- A combination of two or more



Motivational Theories

What can teachers do to motivate students to want to learn?

Develop creative ideas that can be shared



Lesson Design

- What are the important elements that go into planning an effective lesson?
- Use one of your best lesson plans as an example
- Be sure to discuss each element in your lesson plan
- Having a written plan will support what you are saying



THE LEAST IMPORTANT TOPICS DISCUSSED



- College Courses
- Curriculum Knowledge
- Employment History
- Youth Activities
- Salary
- Higher Thinking
- College Activities
- Community Activities
- Grade Point Average



INTERVIEW QUESTIONS



INTERVIEW QUESTIONS

- The first question will be something like "Tell me a little bit about yourself".
- Interviewers use this question as an ice breaker. They hope it will get you talking.
- They do not need to hear your life history
- Tell them only the highlights, especially the ones related to your teaching experience



INTERVIEW QUESTIONS

Individualized Learning

- How do you handle the different ability levels of students in your classroom?
- How do you individualize learning in your class?



INTERVIEW QUESTIONS

Classroom Management

- What rules have you established for your classroom?
- What have you found to be the most challenging aspect of discipline?
- Describe the physical appearance of your classroom?



IMPORTANT POINTS

THE EVALUATION PROCESS

- The interviewer will evaluate your overall performance and rate you accordingly
- The rating you will receive will determine where you are placed on the "To Hire" list
- Many districts provide only one opportunity to interview. The rating you receive will be permanent.
- Be sure to do an excellent job in each interview





THE EVALUATION PROCESS

Number of Interviews	Percentage
1.....	19 %
2.....	21 %
3.....	15 %
4.....	10 %
5.....	10 %
6.....	6 %
7.....	18 %



THE EVALUATION PROCESS

Who is the Interviewer?

Principal	84 %
Personnel Administrator	54 %
Superintendent	33 %
Assistant Principal & Committees	26 %

First-year teachers tell us with whom they interviewed while job-seeking



THE EVALUATION PROCESS

How long will your interviews be?

- Screening/first interviews will be 30 minutes or less
- Hiring/follow up interviews will be 45 to 60 minutes
- Some districts will ask you to present a lesson during the interview. These sessions will vary in length...





SALARY SCHEDULES

- Salary is one subject that is not discussed in an interview
- Obtain salary schedules from the district personnel office and familiarize yourself with it
- Salaries are based on the number of post-baccalaureate upper division units a teacher has as well as the number of years of experience
- There is a process for moving excess undergraduate upper division units to post-baccalaureate status
- Be sure to review the benefit package offered by each district as well



SIGNING A CONTRACT



- A district contract is a legally binding document
- Be confident in your decision before you sign the contract
- Some districts have new employees sign what is called an "Intent To Hire" meaning that you have secured the job but the district is unable to tell you in which grade you will teach or at which school
- Never break a contract once it is signed

CLOSING AN INTERVIEW



CLOSING AN INTERVIEW

- When an interviewer says "Do you have any questions for me?", it is a signal that the interview is coming to a close
- Prepare questions in advance to ask at this time
- If you have no questions, a statement may be made regarding why you want to teach in that school district





CLOSING AN INTERVIEW

- Before leaving be sure to clarify for yourself what the next step will be
- Questions such as "When may I expect to hear from you?" or "When do you expect to have a decision?" are appropriate to ask
- If a date is indicated for a decision, do not call prior to that date but wait until after that date to make contact
- Thank the interviewer for their time





REMINDER

Be sure to send a Thank You letter to each person that interviewed you!

Address the letter to the person with whom you interviewed...





SUMMARY:

A SUCCESSFUL INTERVIEW REQUIRES....

- MAKING A POSITIVE FIRST IMPRESSIONS.
- PLANNING AND PRACTICING IN ADVANCE.
- BEING AWARE OF THE CHARACTERISTICS SCHOOL DISTRICTS DESIRE AND DEMONSTRATING THOSE CHARACTERISTICS.
- KNOWING TOPICS THAT COULD BE DISCUSSED AND HAVING ANSWERS PREPARED.
- RECOGNIZING THAT AS A CANDIDATE YOU ARE BEING EVALUATED AND STRIVING FOR A HIGH RATING.
- BEING PREPARED FOR A CONTRACT TO BE

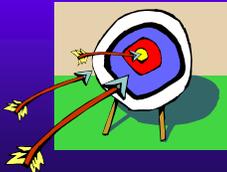


CONGRATULATIONS

You hit the target and reached your goal!..

You have completed a successful interview!

All that is left is to wait for that important phone call...





Call us when you get the good news



...so that we can celebrate with you!