

*BE A GREAT CONSUMER OF YOUR CAREER...Before, During, and After*  
*Every day that you are working, you are interviewing for your future job.*

**BEFORE - IN THE BEGINNING:**

- What do you want to do?
  - Skills
    - Be honest
    - Do you need additional training / schooling?
      - Formally / informally
- Have Goals
  - Short-term
  - Long-term
  - Professional
  - Personal
  - Who and what does it involve
- Research the company – What is important to you in a job? Research it!
  - Travel time
  - Number employees
  - Benefits
  - Supervisor
  - Employees in the department
  - Salary
  - Leave policy/Vacation/
- Application
  - Know the deadline of application closing
  - Take your time, don't rush completing the application
  - Completely and appropriately fill out
    - Complete names, titles, addresses
    - Grammar
  - What are the documents needed?
    - Letter of Interest
      - A letter of interest is a letter you send to your target company letting them know that you're interested in working with them and seeing if there are any potential job opportunities that match up with your skill set.
      - Research of the company
        - what kind of employees are they looking for
        - They are looking for specific type of people
    - Resume
      - Vita – What is it?
        - Comprehensive biographical statement emphasizing your life time professional qualifications, memberships, and activities, etc.
        - You build your resume off the vita
      - Be specific to the needs and functions of the job
    - Letter of References

- Letter you obtain from your immediate co-workers and/or supervisors
- References
  - Immediate Supervisors – Why only immediate supervisors?

### **DURING - THE INTERVIEW:**

The paper screening showed that you're generally qualified for the position. The purpose for the face-to-face interview is to get more depth on specific qualifications, and, more importantly, to see if you and the organization are a good fit for each other.

- Mock interviews
- If you can, find out how long you'll have to answer the questions.
  - This will help you to pace your responses during the actual interview.
- Review the job description
  - You want to speak intelligently about the position and emphasize qualifications that you have that align to it.
- Review the company, website, social media, etc.
  - Be able to speak intelligently about them
  - Emphasize experience that you have that aligns to each in regard to focus, programs, goals, vision, etc.
- Be ready for typical interview questions, such as:
  - Why do you want this job and/or work for this company?
  - What experience do you have that makes you qualified for this position?
  - What are your greatest strengths? Greatest weaknesses?
- Dress for the job you want, and not for the job you have.
- Bring something to write on
- Bring water
- As you enter the room, shake hands with everyone - Smile.
- Relax.
- Remember to use an open face.
- Smile; show your personality. Remember, they know you're qualified; now they want to know if you'll be a good fit.
- Give eye contact to everyone on the committee and not just the person who asked the question.
- Keep the length of the interview in mind so you can pace your responses.
- When asked each question, listen carefully and fully receive the question.
- For each question, take a moment to process the question before responding. Short pauses during responses are not only acceptable, but are often viewed as signs of reflection and intelligence.
- If you forget the question in the middle of your response, ask to have it repeated so you can re-focus and make sure you addressed it fully.

- If you're interviewing with people you know, don't assume they know your qualifications and/or experience. Answer the question as if you were an outsider.
- Take your cues from the person asking the question. If the question is long-winded, your response can be a little more descriptive. If not, be as concise and succinct as possible while making sure you answer all parts of the question completely.
- The questions will be behavioral-based, so your responses should be also. When asked "Tell me about a time when you have to meet a deadline under stressful conditions," answer that question with a specific example from your past experiences. Be careful not to "get into the weeds" when responding (it's very easy to do); stay focused on answering the question and take your time.
- Be confident in your responses but not to the point of appearing arrogant. Sell yourself, but do so without coming across as a salesperson. You can do this by providing results-oriented, substantive responses.
- When you've finished saying what you want to say, stop talking. Smile.
- You may be asked if you have any questions at the end of the interview. It's OK to ask questions about the timeline for the decision, but be careful that you don't end up interviewing the interview panel. Be sure to thank them for inviting you today.
- Remember to show who you are and why you'll be a great fit for the school/district in regard to experience, expertise, work ethic, and, most importantly, personality. Be yourself, show them your stuff, and HAVE FUN!

#### **AFTER - THE INTERVIEW:**

- Write down all of the interview questions as soon as you can after the interview. Keep these in a file labeled "Interview Questions" so you can use them to prepare for future interviews.
- Send thank you emails/cards