Interview Like A Professional:  
Because you are!

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First Impression:
Established in 7-30 seconds

- Professional appearance
  - What to avoid:
    - Flip-flops
    - Too much make-up
    - Skin
    - Too much jewelry, accessories

- Body language
- Handshake
- Eye contact
- Voice projection and enunciation

Flip-flops appropriate in this situation.
Job Fair Interviews

- Review and TARGET list of employers
- RESEARCH school district sites
- Allow plenty of TIME for interviews
- Bring a surplus of RESUMES
- Carry a PROFESSIONAL business portfolio
- Bring info to complete an APPLICATION
- Practice an INTRO and starter question
- Prepare a 60-second COMMERCIAL (p. 23)
My Essence—
in 60 Seconds or Less

3-Part Format

1) College education

2) Career-related experiences: focus on skills and achievements

3) How you can assist the school district
Practice Intro

- Name, college, certifications
- Career-related info
- Your strengths
Interview Types & Styles

1) Central-Office or School-Based
2) Structured (AAEE Hdbk., pp. 20-21)
3) Informal
4) Group/Board
5) Series
6) Telephone (AAEE Hdbk., p. 21)
7) Web-based, e.g. video interview
The Structured Interview (pp. 20-21)

- Format - may be commercially prepared
- Purpose - to identify candidates for first-level screening
- Objectives - interviewer is interested in candidate’s:
  a) commitment to the concept that all students can learn;
  b) motivation and enthusiasm toward teaching as a profession;
  c) commitment to self-learning;
  d) ability to develop positive relationships;
  e) empathy for others;
  f) personal commitment to high standards for self and students;
  g) knowledge of effective teaching strategies;
  h) skills in student assessment.
Telephone interview

- Arrange a quiet atmosphere.
- Have your resume, application, cover letter, employer research, etc., accessible.
- Interact as though the person is in the room with you.
- This could happen without a scheduled interview!

Phone interview with a baby – dumb idea.
Past performance predicts future performance.

Skills described: teamwork, creativity, problem-solving, leadership, communication, etc.

Make a list of relevant skills or experiences.

Think of situations that reflect those skills.

**CAR Strategy**

- **C**hallenge – What was the situation or problem?
- **A**ction – What did I do, specifically?
- **R**esults – What were the outcomes? What did I learn?
You’re the boss!

- Write at least three questions you would ask if you were hiring someone for YOUR #1 district or admitting someone to YOUR top graduate school.
General Questions

- Tell me about yourself.
- Why did you choose Grove City College?
- Why do you want to teach?
- What are your strengths? Weaknesses?
- How would a professor/supervisor describe you?
- What courses have been most meaningful for you? Most challenging?
Commonly Asked Questions

- **Getting to Know You:** What research have you done on our school?
- **Interpersonal:** How would you facilitate collaboration between home & school?
- **Instruction:** What research-based teaching strategies have you used?
- **Assessment:** How do you measure student success?
- **Classroom Management:** Describe the toughest discipline situation you encountered and how you handled it.
- **Self-Analysis:** Describe in detail your best and worst days in a classroom.
- **Other:** What new ideas would you bring to our school?
Lead With Your Core Strengths

What are your strengths in the following areas:

- Content expertise
- Lesson planning
- Classroom management
- Assessment
- Use of technology
- Philosophy of education
- Teaching methods
Interviewing is a 2-way street—you are assessing each other

- Why should I hire you? (Or why should I admit you?)
- Why would I want to work here? (Or why do I want to enroll here?)

Also represents “peace”
Some Tips

- Consider the employer’s perspective
- Who is the ideal candidate?
- Keep responses positive
- Look for cues but don’t let them distract you

Tell me about your teamwork skills.
Thank-You Letters

- Get the business cards or the names / titles of everyone with whom you interview.
- Write thank-you letter within 24 hours.
  - If you interview with several people, an individual letter to each is the most effective.
- Sending by e-mail is fine.
- Confirm your interest in the job – or let the person know you are no longer interested.
- Continue the professional conversation.
Practice!

- Practice by scheduling a mock interview.
- The offer may go—not to the best qualified, but to person with the best interview skills.
- Prepare so that you can be yourself!

This picture has nothing to do with interviewing.