



## **INTERVIEW TIPS**

- Know yourself, what you want and how you will get there.
- Research the school district prior to the appointment, check out their web site.
- Know what the school district needs and match your strengths.
- Dress professionally.
- Bring resumes, references and portfolio.
- Arrive on time...10 minutes early.
- Make allies of everyone.
- Concentrate on the first impression, use direct eye contact and a firm handshake.
- Establish rapport, be optimistic, sincere, enthusiastic and open.
- Express your willingness to learn and enthusiasm for your profession.
- Discuss what YOU can offer them...not what THEY can do for you.
- Be yourself.
- Follow-up with a thank you letter.

## **INTERVIEW QUESTIONS**

- Tell me about yourself
- What are your greatest strengths?
- What are your weaknesses, areas of improvement? What have you done in the past three months to improve in these areas?
- Why are you interested in our school?
- What college courses did you enjoy the most? The least? Why?
- What activities did you participate in during your college years?
- Who influenced you to pursue a career in education?
- What was the single greatest highlight of your college career?
- What is your philosophy of education?
- What are some of the objectives you hope to achieve in your first year?
- What are your thoughts on classroom management and discipline?
- Define for me the role of the principal?

## **BEHAVIOR BASED QUESTIONS**

Use the acronym “STAR” when answering the following questions.

**S**ituation: Pick the situation that best fits the focus of the question.

**T**ask: Explain the task you were trying to complete.

**A**ction: What action did you take to complete the task.

**R**esult: What was the end result of your actions.

- ◆ Give me an example of a time in which you had to be relatively quick in coming to a critical decision.
- ◆ Provide me with a specific occasion in which you conformed to a policy with which you did not agree.
- ◆ Tell me about a goal that you set for yourself and the steps you took to reach it.
- ◆ Describe the most significant report/presentation that you have completed.
- ◆ Tell me about a time in which you had to change your scheduled lesson plans at a moment’s notice.
- ◆ Explain a situation where you had to go “above and beyond the call of duty” to complete a task.
- ◆ Give me an example of a time where you disagreed with a policy/decision of your employer/supervisor.
- ◆ Describe a time where your work/performance was criticized by a supervisor. What was the situation and how did you respond?
- ◆ Tell me about the most challenging classroom management situation you have encountered.

## **FOLLOW-UP QUESTIONS**

**Ask these questions to the employer to find out more about the environment/position.**

- What is the student/teacher ratio in your district?
- Do you encourage teachers to obtain advanced degrees?
- How long have you (the interviewer) been with the organization?
- What types of internal/external training opportunities are available?
- Has your organization previously hired Rockhurst University graduates?
- How would you describe the level of community/parental support?
- What have you most/least liked about working for (name of school)?
- What allowances are made for new supplies and materials?
- What are the growth opportunities for the community?
- Does the school district have a mission statement or philosophy of education?
- How does the rest of the interview process work from here?