

Practice

Preparation is the key to handling interviews well, so practice, practice, practice. Use the sample questions listed under **Questions That Interviewers Ask** to formulate your answers, and then have a friend, relative, or professor act as your interviewer. Job searchers using Teachers-Teachers.com can access interview questions through the Web site and record their answers for potential employers to hear.

Professionalism

Professionalism begins with you. Your attitude and conduct convey your ability to act professionally—during telephone interviews, when you speak with office personnel; in the words of your cover letters, e-mails, and thank-you notes; and at all your interviews.

A professional you

- Dress in appropriate attire.
- Arrive on time.
- Converse in a friendly, but not highly personal manner.
- Show active interest in the students and school environment.
- Organize all the materials you will present.
- Respond to school personnel promptly when invited to interview, writing thank-you notes, or giving a decision on a job offer.

Proofread

Before sending your résumé and cover letter, check for typographical errors, spelling, and grammar. Double-check the addressee's name and the school's name and address. After your proof, have someone else look it over as well. A fresh pair of eyes will see what you wrote and not what you think you wrote. Your supervising professor is an excellent resource when it comes to proofreading these important documents.



Qualities Observed

Typically, interviewers note these qualities in teacher candidates:

- **Appearance.** Make a good first impression in a clean and pressed business suit and an overall tidy, well-groomed appearance—down to your shoes.
- **Expression.** Express yourself clearly and concisely.
 - Answer questions thoroughly and in a candid manner.
- **Maturity.** Declare clear professional goals. Demonstrate responsibility.
- **Personality.** Be yourself and you'll come across as genuine, self-confident, pleasant, and honest.
- **Enthusiasm.** Act enthusiastic, optimistic, and appropriately interested.
- **Motivation.** Show incentive and willingness through your desire and interest in the job.
- **Compatibility.** Relate through your behavior your ability to get along with others.
- **Preparation.** Know relevant information about the school district. The more you know, the greater impression you will make on the interviewer.



Oops, know the right stuff

One time, I interviewed a young woman who seemed extremely well prepared. She had researched the school district, incorporated its philosophies and strategies into her mission statement and résumé, and even began the interview with a statement about why she would fit in so well with our district.

Sounds impressive, right? Unfortunately, she researched the wrong school system.

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