

Be Successful in Your Next Interview

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8:30AM Room W187

- 1) Application Materials
 - a. Cover letter
 - b. Resume vs Vita
 - c. References
- 2) Do Your Research
 - a. Find out about the program and school
 - b. Reach out to local contacts
 - c. Search social media
- 3) How should you present yourself?
 - a. Dress to Impress
 - b. Virtual Interviews
- 4) Bring Materials
 - a. Copies of application materials
 - b. Portfolio
 - c. Virtual portfolio
- 5) Share Your Authenticity
 - a. Show your personality
 - b. Be forward thinking
 - c. Share your passion
- 6) Overcoming Nerves
 - a. Introvert vs extrovert
 - b. Go on stage; perform
 - c. Change your mindset
 - d. Bring notes
 - e. Practice
- 7) Frequently Asked Questions
 - a. What is your classroom management style?
 - b. What is your educational philosophy?
 - c. What techniques do you use to develop student success?
 - d. Share a successful lesson you have taught recently.
 - e. How do you select literature?
 - f. How will you build and grow the program?
 - g. How do you get along with your colleagues?
 - h. Beware the trick question – What is your biggest weakness?
 - i. The Catch-All question.

- 8) Last Opportunity to Share
 - a. Make yourself memorable
 - b. Be innovative
 - c. Share any special talents
- 9) Questions for the Panel
 - a. What are the next steps in the process?
 - b. What is the decision-making time frame?
 - c. What might a typical day/schedule look like?
 - d. If selected, when could I begin working with students?
 - e. Where do you see the program in the next five years?
 - f. Any other questions about the school, program, or department you might have.
- 10) Show Appreciation
 - a. Their time interviewing you
 - b. Their time reviewing your materials
 - c. Thank you note
- 11) Reflection
 - a. Think about their questions and your answers.
 - b. Process their answers to your questions.
 - c. Know what environment will make you successful.
 - d. Is this the right place for you?