

## **Interview Tips**

### **The Interview:**

This is your opportunity to elaborate about the many qualifications listed on your resume. This is also the best opportunity to learn more about the job to see if they are the right fit for you and your career goals.

### **Before the Interview:**

- Thoroughly research the school/district and the people you are interviewing with. Review websites, social media sites, news articles, etc. The more knowledgeable you are about the company and the interviewer, the more enthusiastic you will appear to your potential employer.
- Practice open-ended interview questions.
- Dress appropriately and allow yourself plenty of time to get to the interview.
- Bring extra copies of your resume.

### **During the Interview:**

- Greet your interviewers with a handshake
- Maintain eye contact while answering questions.
- Never speak negatively about your current or past employers/companies.
- Don't interrupt the interviewer when he or she is talking.
- Listen to the questions asked and answer the questions to the best of your ability.
- Tailor your answers to meet the needs of the prospective job and company. Focus on achievements relative to the position. Give specific examples of your accomplishments; how you solved problems; and how you learned and improved from difficult situations.
- Ask questions.
- Request a business card from everyone you interviewed with.

### **After the Interview:**

- Be prepared with at least three to five references, including their contact information.
  - Ask permission to use your references' names and ask how they prefer to be contacted.