INTERVIEWING TIPS
Lou Stanley--University Coordinator-- UCF

1. Resume
   a. One page—be clear and concise
   b. Be creative, but not too showy—color is okay
   c. Employment history—work experience--internships should include grade/subject/school
   d. List references—be sure to contact references--give phone #’s & email, if available
   e. Have applications complete, including certification paperwork

2. Advance Preparation
   a. Check out school’s website-learn about the school
   b. Stop by the school and drop off a copy of your resume
   c. Internship is important--do your very best-- school’s often hire their interns
   d. Have someone from administration observe you during your internship and conduct a practice interview
   e. Prepare possible answers to interview questions and practice

3. The Interview
   a. Appearance & Dress—You are leaving college for the professional world—clothing should be professional, but comfortable
   b. Areas to discuss—piercings, email addresses
   c. Be positive and enthusiastic
   d. Arrive early—do a dry run if you do not know school location
   e. Answer questions completely, but succinctly
   f. Questions you might ask— What would my teaching schedule be? What would be the average class size? Will I have ESE/ESOL students in my class? What is the procedure for lesson plans? Would I be provided a mentor? Would I be allowed to come in early to plan and decorate my classroom?
   g. Understand the basics of FCAT, if teaching in Florida. What is the school’s performance track record (should be available on school website).

4. Professional Awareness
   a. Classroom management—successes and challenges
   b. Integrating technology into curriculum—examples
   c. Parent Involvement—communication & use of volunteers
   d. Reading instruction—phonics, vocabulary, comprehension, fluency, literature circles
   e. Math instruction—manipulatives, thinking skills
   f. Science instruction—experiments, scientific method
   g. Writing instruction—journals, modeling, mini lessons, rubrics
   h. As a team member, what could you contribute?
   i. Why should you be selected for the position? What interests and leadership can you offer the school?

5. Possible Interview Questions
   a. Tell me about yourself and your background.
   b. Why have you chosen education as a career?
   c. What is your plan for classroom discipline?
   d. If you have a chronically disruptive student, how might you manage the problem?
   e. Describe how you would plan for the first week of school.
   f. What type of activities might you use to teach a concept, or unit or lesson?
   g. What would be important for parents to hear at Open House?