



# Interviewing Tips for Future Teachers of St. Johns County

The web links below address possible questions and suggestions to help you prepare for a job interview. Be sure to prepare for your interview well before your interview date. Also, remember to dress professionally, smile, be honest, maintain eye contact, have sample scenarios ready to share, and do not be afraid to ask questions. Teachers never stop learning! Good luck.

Interviewing Tips Informational Web Sites:

<http://www.careeronestop.org/jobsearch/interview/interview-tips.aspx>

<http://thecornerstoneforteachers.com/free-resources/professional-development/job-interview-tips>  
<http://thecornerstoneforteachers.com/2012/05/how-to-get-a-job-as-a-teacher.html>

<https://www.thebalance.com/teacher-interview-questions-and-best-answers-2061223>



## What to Do Before, During & After an Interview

**Before an interview**

- 1 Be particular about your dress and appearance**  
Dress and groom better than how you expect the interviewer to dress and groom.
- 2 Do your homework and come prepared**  
Research the industry, company, and job.
- 3 Be on time**  
Arrive 5 to 10 minutes early, allowing time for traffic or other problems.
- 4 Use appropriate waiting-room behavior**  
Relax. Be polite to the receptionist or whoever greets you.
- 5 Turn off your cell phone**  
Keep it out of sight for the entire interview.
- 6 Shake hands firmly and maintain good eye contact**  
Give a firm handshake. Smile. Avoid staring, but look at the interviewer when either of you speaks.
- 7 Act interested and alert**  
Lean slightly forward in your chair. Sit up straight, head forward. Avoid fidgeting.

**During an interview**

- 1 Communicate your skills**  
Tell the interviewer why he or she should hire you and how the employer will benefit.
- 2 Use control statements to your advantage**  
Politely steer the conversation when you feel the focus is shifting away from the points you want to make.
- 3 Answer tough questions with confidence**  
Take a moment to reflect on the real question being asked. Avoid rushing your response.
- 4 Ask the interviewer appropriate questions**  
Ask insightful questions about the organization or job. Demonstrate you're interested in learning more.
- 5 Demonstrate the value you offer an employer**  
Provide proof that you can help an employer make more money, reduce costs, increase sales, and solve problems.

**After an interview**

- 1 Close the interview properly**  
Thank the interviewer by name. Express interest. Schedule a follow-up phone call.
- 2 Send a thank-you note**  
Promptly send the interviewer an email thanking him or her for their time. Follow up with a handwritten thank-you note.
- 3 Maintain contact**  
Stay in contact on a regular basis.

Content excerpted from *Quick Job Interview Guide* by Michael Farr.  
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