

Career Development Center

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Student Guide to Career Success

SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE

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Career Development Center Events

Accounting Week

- On-campus interviews with accounting firms.

Career Carnival

- A fun introduction to what the CDC has to offer.
- Play games and win prizes!

Career Fairs

- Fall and Spring Fairs:
 - Majors Fair—Gather information about the departments on campus to help you choose a major.
 - Career Fairs—Meet employers during the 2 days of the fair; Day 1: Majors in the College of Arts & Sciences and Business; Day 2: Engineering and Technical fields
 - Health Careers Fair—Geared toward those in Nursing, Pharmacy and any other majors interested in a career in the health field.
 - Education Fair—For those majoring in the field of education.

Crash Courses

- Information on a variety of topics such as:
 - Interviewing
 - Preparing your resume and cover letter
 - Attire
 - Professional Development

Image Seminar

- An all day event that will discuss professional etiquette, dining etiquette, attire and networking.

Mock Interview Days

- Interviews with employers to prepare students for interviewing in a real world situation.
- For skill building purposes only.

On-Campus Interviews (OCI)

- Employers are able to come to campus to interview selected students for positions.
- These can take place at any time during the school year.

Visit the CDC website, Facebook or LinkedIn accounts for specific event details!

Our Services

Career Counseling

- Meet with a Career Counselor to discuss career development issues, assessment tools, or support in deciding on a major and/or career.
- Resume Development/Critique
- Job Search Strategies
- Interview Preparation and Mock Interviews

Cooperative Education (Co-op) and Internships

- Gain real-world work experience in your field while pursuing your degree
- Apply classroom theory to a realistic work setting
- Develop professional relationships – build your network
- Possibility of full-time employment after graduation

Employer Connections

- On-Campus Interviews (OCI)
- Job Listings on Cougar Jobline
- Resume Referral Service – we will send your resume if you want to apply for a co-op or business internship position with a company that has been listed on the Jobline.
- Career Fairs

Resources

- Career Resource Center (books on career topics)
- Image Seminar and other workshops
- What can I do with this major? (Linked to CDC Webpage)
- AD 117 - Career Development & Planning Course

Getting Registered

1. Go to our website at: www.siue.edu/careerdevelopmentcenter.
2. Under “Cougar Jobline,” click on “Students” and follow the login directions for “New User.”
3. Update your demographic information.
4. Click on “Upload File” to upload your resume onto our website.
5. Schedule an appointment for a resume critique (or resume development if you do not have a resume) AND an orientation.

****The completion of this registration is necessary for Co-op’s and Internships, OCI, and resume referrals.***

Career Fair Tips

- Research companies you are interested in BEFORE attending the fair.
- Have an idea of what position(s) you are interested in.
- Maintain an upbeat, positive attitude.
- Plan your time accordingly so you don't miss opportunities to meet companies you are interested in.
- Dress professionally.
- Bring several copies of your resume.
- Prepare a short (less than 1 minute) introduction.
- Ask about career opportunities in your area of interest.
- Greet employers with a firm handshake and eye contact.
- Be ready to set up appointments with employers.
- Follow up—get a business card and make sure you know the employer's correct name and title.
- Send thank you letters to employers who gave you a pre-screening for an interview.

On-Campus Interviews (OCI)

You must already be registered on the CDC Jobline to participate in any on-campus interviews (OCI).

Each company determines the qualifications, including majors, graduation dates, GPAs, etc.

Open Schedules

- The Jobline allows only those students who meet the specified qualifications to sign up for an interview time slot on the employer's selected interview date.

Pre-Select Schedules

- Employers review resumes of qualified students on the list and select those students they would like to interview.
- Sign-up on a pre-select list DOES NOT guarantee an interview.
- All decisions are made by the employers.

Students may also be selected by recruiters attending a career fair or event to participate in their company's OCI schedule.

Signing Up for Schedules

Open Schedules

- Login to your Cougar Jobline Account.
- Click on “Schedules”; select “Qualified Schedules.”
- In the Schedule box, click on either the blue Schedule ID or the blue Job Title to review the job description and requirements.
- To sign up for an interview time, click on “Sign-up” (in red) in the left-hand sidebar.
- Click blue ID or Interview Date in the Session box. Available time slots will be listed.
- Click “Sign-up” for your desired interview time.

Pre-Select Schedules

- Login to your Cougar Jobline Account.
- Click on “Schedules”; select “Qualified Schedules.”
- In the Schedule box, click on either the blue Schedule ID or the blue Job Title to review the job description and requirements.
- If interested in placing your name on the pre-select list to be considered for an interview, click on “Request Interview” (in red) in the left-hand sidebar. *Please note: Placing your name on the pre-select list only expresses interest in an interview with the company and is not a guarantee of being granted an interview. You will be notified by e-mail if you have been selected to interview with the company.*
- If selected, you need to login to your Cougar Jobline account to sign up for an interview time.

Once you have signed up on a schedule, information regarding that schedule will be found under the “My Activity” section, as well as under the “Schedules” section. You may switch your time or cancel the interview in the “Schedules” section.

Check the interview schedules often since they are updated on a regular basis.

Do not “No Show” for an interview. If you must cancel, please notify the CDC as early as possible. Students who “No Show” or cancel on the day of the interview will be required to write a letter of apology to the employer and to provide a copy to the CDC.

All On-Campus Interviews are conducted in the CDC unless otherwise notified. Please check in at the front desk at 0281 Student Success Center for your interview.

Please pay close attention to all schedule deadlines. Deadlines are firm.

Cooperative Education (Co-op)

Co-op provides a mutually beneficial relationship among an organization, an educational institution, and a student. In this relationship, students combine academic study with periods of career-related, paid work experience under the supervision of the employer.

Co-op can help students develop professional relationships, clarify career goals and prepare them for employment after they have received their degree. Work experience with an employer could lead to a full-time position upon graduation. It also gives students official transcript recognition and applies classroom experience to a realistic work setting.

Types of Co-op

Alternating Co-op

- Students may work full-time every other semester (or no more than two semesters back-to-back), alternating between full-time work assignments and full-time enrollment in school.

Parallel Co-op

- Students may work part-time year round while attending school full- or part-time.

Curricular Practical Training (CPT)

- Co-op qualifies for CPT for international students.
- This can be alternating or parallel based off of eligibility.

Criteria to Participate

- The company and the position(s) must be approved by the Career Development Center (CDC).
- The position(s) must be paid and in the major field of study or career path of the student(s).
- The employer must be willing to retain student at least two semesters. *International students and students in the School of Engineering may work one term.*
- Maintain a minimum GPA of 2.0 for undergraduate and 3.0 for graduate
- Completed a minimum of 30 credit hours (sophomore standing).

How to Participate

- Register with the CDC.
- Schedule an appointment for a resume critique and orientation.

- Upload your revised resume to your Jobline account and contact your counselor for resume approval.
- Find and apply for positions under “Co-op Jobs” on your Jobline account.
- Interview with employers.
- Accept the position and fill out the necessary paperwork:
 - Training Agreement
 - Risk Assumption Form
 - Student Report
 - Employer Evaluation

International Students

- Student must be at SIUE nine months before beginning Co-op.
- Part-time: Employment of 20 hours or less.
- Full-time: Employment of more than 20 hours per week (*if it is one year or more, this time may be deducted from OPT*).
- Letters of eligibility must be obtained through International Student Services (ISS) prior to your beginning date of work.

Co-op assignments correspond to the SIUE academic calendar year. The University operates on a semester system consisting of Fall, Spring, and Summer terms, beginning respectively in August, January, and May. Students may start their Co-op assignments at the beginning of any semester.

International students and domestic students have different deadlines. Please check to make sure they are not missed, as they are NOT flexible.

Internships

An Internship is an excellent tool to gain experience and to network with employers. Students may do an internship anytime during their college career, at either the undergraduate or the graduate level.

Description

- Are generally for one semester.
- Can be for Fall, Spring, or Summer terms.
- May be unpaid (*very often*).
- May be paid, or you may receive a stipend.
- Are often, *but not always*, in the final term before graduation.
- May or may not be required for your major.

How to Find an Internship

- Login to your Cougar Jobline account.
- Go to “Job Search” and select “Internship” under “Position Type.” Click “Search” to see a list of current openings on which the CDC has information.

Each internship opportunity listed will provide information on how to apply. Follow instructions for each position. For further questions about the internship, contact the employer or call the CDC for more information.

We also have linked other internship websites to the CDC’s website. These can be found by clicking on “Internships” under “Experiential Experience.” Click on “Other Career-Related Web Resources.” The links are located at the top.

Vince DeMuzio Governmental Internship Program (VDGI)

The Vince Demuzio Governmental Internship Program is made possible through legislation signed by Illinois Gov. Rod Blagojevich to commemorate the late state senator from Carlinville who died in 2004 after a battle with cancer.

The program offers two types of internship experience: Legislative staff internships at home offices of House or Senate members or internships with a local state agency office. In either case, interns will work 60 to 80 hours per month while attending classes full time, and perform duties as regular staffers. Under the program guidelines, interns who work 60 hours will receive \$720 per month, while interns who work 80 hours will earn \$960 per month.

Applications may be received at any time during the year and, depending on eligibility and availability, will be referred to the appropriate legislator or department supervisor for consideration.

Criteria

- Undergraduate students interested in politics and/or state government.
- Be at least junior class standing with either an overall 2.75 GPA or better
- Or a 3.0 GPA or better in their major field of study.

To Apply

- Register with the CDC on Cougar Jobline.
- Schedule an appointment with the VDGI representative in the CDC.
- Fill out the Internship Application Form.

Resume Checklist

Personal Information

- Name – official name to be listed on employment documents; should match name that appears on transcripts
- Address – address where items from an employer could be mailed to you.
- Phone – phone number with voicemail access and a professional voice message.
- E-mail – professional/university e-mail address (should avoid “cute” e-mail addresses).

Education

- Name of Higher Education Institution(s) – spell out name of all institutions from which a degree was obtained and list institutions in reverse chronological order (most current first).
- Major and Degree – spell out both the major and degree you are receiving. Do not use abbreviations.
- Anticipated or actual date of graduation from each institution.
- GPA – should be included if above 3.0; Accounting majors should always include GPA.
- Certifications/Licenses – list any certifications or licenses obtained as part of your education.

Experience

- Work experiences, including complete employer name with employer city and state, listed in reverse-chronological order (most current first).
- Dates of all experiences should be included.
- Co-op/Internship, clinical, and practical experience should be included.
- Major tasks at each work experience listed; begin each statement with an action verb.
- Focus on tasks/proficiencies performed or developed that are relevant to the job to which you are applying.

Additional Sections

- Senior Project or Research Experience
- Campus Organizations (with leadership roles held)
- Volunteer Work
- Technical/Computer Skills
- Honors and Professional Affiliations
- Relevant Coursework (should list no more than 6 classes and should be included only in cases of limited work experience)
- Languages (also include level of proficiency, e.g. basic knowledge, conversational, proficient, highly proficient, fluent, native)

Best Practices

- Avoid using resume templates.
- Be honest.
- Check for grammar, misspelling, and punctuation.
- Use fonts that are easy to read (Times New Roman, Arial, and Calibri) and do not use smaller than 10 pt.
- Eliminate personal information that is not career related.
- Use white space consciously and balance words on the page.
- Resumes should not be longer than 2 pages. *Exception: Education*
- References should not be included or mentioned on the resume but should be kept on a separate document. *Exception: education resumes always include references as part of the resume.*

Resume Styles

Chronological

- Most commonly used.
- List work experience in reverse chronological order (most recent first).
- Employers tend to be most comfortable with this style.

Functional

- Skill-based resume.
- Works well if you do not have a lot of experience in a particular field, if there are gaps in your work history or if you are changing careers.
- Focuses on your qualifications and not necessarily on where you worked.

Combination

- Maximizes the benefits of both the Functional and Chronological.

Scannable

- Preferred when employers put resumes in a computer database and search for candidates based on key words.
- Remove all italics, boldface type, bullets (use asterisks instead) and lines.
- Left justify the entire document.

Keywords can be added to any resume that will be electronically scanned. A keyword is a label that can be used to describe you. They can encompass technical skills, degrees that you hold, job titles, personal traits, and other buzzwords.

One technique that can be used is to place at the bottom of your resume a box filled with applicable keywords that might not appear in the body of your resume. The following is an example for a Human Resources professional:

- Talents: team leader, people and communication skills, database management, client orientation, word processing, arbitration, union negotiation, and downsizing.

Templates

- Avoid them! Begin with a blank document.
- A professional resume that is left in a template retains a “manufactured” look and is more likely to look just like some other job seeker’s resume.

Additional Resume Tips

- Decide which style you want to use: Chronological, Functional or Combination.
- Be concise and use action verbs.
- Describe situations, actions, and results in concrete terms.
- The statement “References Available Upon Request” is not needed.
- Use high-quality, 20-lb. to 25-lb. resume paper in a neutral color.
- Use a laser/high-quality printer for a clear, sharp image.
- Use the resume as an opportunity to look at your skills and to get to know yourself and your abilities better.
- Have it critiqued.

References

References are an important component of the job search process. Some employers will request references with application materials, others may wait until an interview is offered and accepted. Either way, it is very likely that you will need a list of references at some point during your job search.

Choosing References

- Pick people who know your work as an employee, a student or volunteer.
- Do not use personal friends or family members. *Exception: if they were your employer in a paid position.*
- Make sure they will be able to say nice things about you and can attest to your qualifications.
- Some examples would be: former supervisors, professors or clients that have firsthand knowledge of your experience, skills and accomplishments.
- NEVER give names of references without asking their permission first.

Compiling Your List

- Should include 3-5 people who can be contacted by phone or email.
- Use the same header as your resume on your list of references.
- List each reference's name, title, address, phone and email address.
- Print the list on the same paper as your resume.

Letters of Recommendation

- An employer will let you know if a letter of recommendation is needed.
- This should state your achievements and qualifications and will be used instead of a reference list.
- Let the writer know what the letter will be used for (i.e. job search, graduate school application, etc.) so that the document will reflect the goals you are attempting to achieve.
- Do not wait until the last minute to request letters of recommendation!

Networking

Have you ever heard that when it comes to finding a job, it's not what you know, but who you know? This cliché describes the important role that your network plays in a job search. In fact, when it comes to a successful job search, any career service professional will tell you that networking is the #1 method by which people learn about and/or land a job.

Networking Contacts Can Include:

- Social Circles (friends, family, co-workers, etc.)
- Education (professors, advisors, continuing education seminars, etc.)
- Professional Groups (trade associations, formal networking groups, etc.)
- Personal & Professional Services (physicians, attorneys, etc.)
- Multimedia (newsgroups, websites, personal email address list, etc.)

How to Network

Create a personal commercial about yourself:

- Who you are in terms of education, work situation, and roles.
- Highlight your skills, qualifications, and accomplishments.
- Explain why you are networking (job leads, information about a career)

Establish rapport:

- Speak clearly and enthusiastically.
- Don't speak too fast or too slowly.
- Try to remain poised and relaxed.
- Minimize distracting body language.
- Smile!

Where to Network

Networking can include an informal chat, social media site (such as LinkedIn), e-mail, a formal appointment, or over telephone.

- One-to-one meetings with networking contacts
- Conferences or conventions
- Training sessions or workshops
- Networking groups
- Social and Community settings

Using the Telephone and/or E-mail for Networking:

- Have a professional message on your voice mail.
- When leaving a message, speak clearly.
- Use an appropriate e-mail address (e.g., firstlastname@mail.com).
- Use proper grammar and verbiage in your e-mail.

Social Media

Social media can be a very valuable tool when job hunting, but it can also hurt you. Using social media websites, such as Facebook, LinkedIn or Twitter, might seem like a great idea in terms of networking and job hunting. Just remember: whatever you can see, employers can too!

Tips for Using Social Media

- Build Your Own Brand Early
 - Create a profile on a social media website.
 - Construct your network of contacts.

- Set Your Privacy Settings!!
 - Don't let pictures of that wild night on spring break show up in the hands of the employer looking over your resume.
 - Google yourself and see what others can find out about you.
 - Make your work experiences the main part of your profile.
 - Feel free to add hobbies, dreams or opinions—just make sure you would be comfortable talking about them in an interview.

- It's all about relationships
 - Be professional.
 - You don't necessarily have to accept everyone's friend request, but keep in mind he/she might have a future opening in their company that you would be perfect for.

What Employers Are Saying

Content that gives one candidate an edge over another:

- It's professional and has skills or work samples.
- Memberships of clubs or organizations.
- Academic accomplishments.
- Good character (what's being posted, appearance).
- Who they are connected to.

Inappropriate content that is being looked for:

- Inappropriate photos or illegal activities.
- Drinking or partying.
- Foul language.
- Lack of professionalism.
- Postings and the amount of activity—don't play on it all day!
- Racial, threatening or judgmental statements.
- Poor grammar.
- Personal information—bad habits or too much of it.

- Inappropriate friends or groups.
- Politics and religion.
- Immaturity or bad manners.
- Performance issues.

Tips from Employers and Recruiters

- Be careful what you post.
- Clean up your page once you start job hunting—what would embarrass you on your site if your grandparents saw it?
- Career fan pages are a great place to introduce yourself and ask questions about opportunities.
- Set your privacy settings and don't allow your friends to post anything about you (picture, wall post, status update, etc) without you knowing.
- Use LinkedIn as a professional profile.
- Use your best judgment.

Reminder: Before you put anything on your profile, ask yourself, "Would I want to be asked about this in an interview?" If the answer is no, keep it off your page!

Cover Letters

This letter explains to the reader your situation and what action you are requesting. It is designed to be an introduction to your resume. The best cover letters are ones that are targeted to the job opening for which they are being used.

Length and Style

- One page with three to four paragraphs.
- A popular style is Block style, where everything is left justified.
- It should be printed on the same type of paper as your resume.
- It should be brief, yet informative.

Writing a Cover Letter

Opening Paragraph:

- Should tell the employer where you learned of the position.
- Has what position you are applying for.
- If you were referred, here is where you mention that person's name and point out he/she suggested you write.

Middle Paragraph(s):

- Explain why you are interested in this position.
- Tell what you are currently doing (i.e. school, working, etc.)
- Specifically emphasize skills or abilities that relate to the position.
- If you have qualifications that are not on your resume, this is your opportunity to discuss them.

Closing Paragraph:

- Thank them for their time and consideration.
- Give them a way to contact you (i.e. phone or email) if they need further documentation or to schedule an interview.
- Let them know your resume is attached.

Salary Inquiries

When an employment posting asks applicants to include salary requirements or salary history, you may address this in the cover letter with a comment such as, "An acceptable salary range for me would be \$25,000 to \$35,000, and I would be willing to discuss my salary requirements with you further upon learning more about the specific responsibilities for this position."

If the posting does not ask for salary history, don't mention salary until an offer is on the table.

Thank You Letters

A thank you letter is an important component of the interviewing process. This simple gesture can speak volumes about your interest in the position, degree of polish, and true appreciation for the opportunity to interview. Most business people consider the thank you letter a basic part of business etiquette.

Be Genuine

- A sincere, personal note of thanks is actually quite rare from job applicants.
- A well written, true expression of gratitude can make you a particularly memorable candidate.

Individualize

- Your letter should be a message of thanks from you as an individual to another individual.
- Mention something from the conversation if an interesting topic arose.
- This is an expression of gratitude to the interviewer – not a forum to discuss your skills and abilities.

Typed vs. Handwritten

- Traditionally, the thank you note has been handwritten.
- If your handwriting is good, it can contribute to personalizing your correspondence.
- If your handwriting is poor, typing the correspondence is perfectly acceptable.
- The important thing is to never appear too formal while maintaining professionalism.

Paper and Envelopes

- Avoid thank you notes with graphics and sayings.
- High quality stationary paper with matching envelope is suitable.

Email

- For most situations, this may be seen as too impersonal.
- Exceptions: interviewing with a high-tech company or if the interviewer prefers electronic correspondence over paper.

When, Where and To Whom

- Everyone you interview with should receive a personalized thank you.
- Should be mailed within 24 hours of the interview.

Interviewing

Informational Interviews

An informational interview is an excellent way to gather first-hand knowledge of a particular career. After selecting a career area that sounds interesting or one you want to know more about, contact someone within that occupation. Contact can be made in person or by telephone, but certainly a face-to-face meeting would be best. Speaking with several people per occupational area will give you a more accurate and comprehensive view of the career.

Potential Interviewees

The following list may help you identify an appropriate person to interview:

- The Career Development Center
- The Alumni Association
- Company literature, brochures or website
- Yellow pages
- Newspaper or magazine articles
- Faculty contacts
- Former employers
- Relatives
- Friends of parents/parents of friends

Preparing for an Informational Interview

- Identify an appropriate organization and contact person.
- Research your field of interest to have a general understanding of the occupation from which to base your questions (*Do not call completely unprepared! Doing so is unprofessional and impolite.*)
- Determine whether you will conduct the interview by person or phone.
- Develop a written introductory script to help with transition into questions.
- Prepare your questions in advance and write them down so you can concentrate on the information you are receiving and be less worried about what to ask next.
- When you are ready to place your call, make sure there are no distractions. Call from a quiet room with nobody else present. Stand while speaking. Have questions and notes on hand. Have a glass of water available.
- If you are scheduling an interview in person, make certain you are dressed appropriately (*no blue jeans!*) and act professionally.

- Arrange the interview at a time that is convenient for your contact person. Be flexible in scheduling the appointment or be willing to call back with questions at a more convenient time.
- If a person declines to be interviewed, don't be deterred; simply find another candidate.
- Relax! Since you are seeking only information about a job, not the job itself, the interview is not something about which to stress.

Informational Phone Interviews

Before you call someone, practice what you are going to say. This step in your preparation will allow you to be more relaxed and increase the likelihood that you will get cooperation from the person you call. The main goal is to have something to quickly let the person know who you are, what you are wanting, and that you do not intend to take up much of their time.

If you find yourself playing a lot of telephone tag, you might consider writing a letter to introduce yourself and ask for the help which you are seeking.

After the Interview

- Send a thank you note!

Telephone Interviewing Tips

Phone interviews have become more popular, probably because they can be a cheaper and easier way to narrow the candidate pool.

- Make sure your background is quiet. Turn off the television, radio, and other background noise. Try to locate to a room in the house that is secluded from other family members.
- Don't have an unprofessional message on your answering machine.
- Disable call waiting so that you are not interrupted during the phone interview.
- Prepare a "loose" script. You don't want to read a script, but jot down some trigger words or have an outline. This outline will help you remember the items you want to cover as you talk about the position.
- Have your resume, transcript, and other documentation needed on the desk or table in front of you. Also include note-taking materials, tissue, and glass of water.
- Stand when talking—your position affects the quality of your voice.
- Sound enthusiastic and smile! Your tone of voice will come across over the telephone and convey your desire for the position.
- Pay attention to your tone of voice, pitch, speech and volume of your voice.

- Don't litter your speech with uhs and ums. These are more noticeable when someone is only hearing you, rather than hearing *and* seeing you.
- Talk only as much as is necessary. Silence is sometimes used by interviewers in an attempt to make you talk more and more. This can work against you, because you do not have the visual cues of body language to guide you.

Guidelines for Interviewing

There are no second chances to make a good first impression! It pays to be prepared! Practice your interviewing techniques in advance by doing a mock interview with a career counselor from the Career Development Center. You might also want to practice in front of the mirror or with family and/or friends.

Research

- Develop a sound resume.
- Research job responsibilities for the position in advance.
- Have a copy of the complete job description for the specific job.
- Research the potential employer.
- Know your skills that could benefit the employer.
- Prepare a 1-2 minute script about yourself; include your educational background, experience, and reason why you are interested in the position.

Items to Bring to the Interview

- Professional copies of your updated resume.
- Professional list of references.
- Note pad and pen.
- Copy of the job description or advertisement for the position.
- Your appointment calendar in case another appointment needs to be scheduled.

Helpful hint: keep an extra interview packet in your car along with breath mints, tissues, an extra pair of hose for women and an extra tie for men.

Dress/Hygiene

- Dress in appropriate professional attire; it's best to be conservative.
- Do wear deodorant, but don't wear perfume or cologne.
- Wear cosmetics conservatively.

- Wear a minimal amount of jewelry (for women).
- Wear only a wedding ring and a watch (for men).

Arrival for the Interview

- Have directions in advance; if driving, ask where you are to park.
- Take a trial run ahead of time, so you know exactly where you will be going and the time required to get to the interview setting.
- Get there early (10-15 minutes); find a restroom and use a mirror to be sure you are looking your best.
- Take care of breath odor.
- Consider everyone you meet upon your arrival as part of the interview process.
- Notify the receptionist of your arrival.
- Be sure you know how to pronounce the name of the person with whom you will be interviewing.
- Observe the environment (corporate culture) and take note of newsletters, journals, and hangings in the waiting room.
- Relax; take deep breaths.
- Reframe your thoughts if you're nervous; focus on "What would it be like to work here?"

Non-Verbals

- Greet the interviewer with a firm handshake and a smile.
- Maintain straight body posture.
- Make eye contact.
- Talk loud enough but not too loudly.
- Communicate with pride, honesty, and confidence about your accomplishments and potential.
- Be energetic and enthusiastic.

Focus

- Develop rapport; follow the lead for small talk.
- Give background information; keep them focused on your resume.
- Determine if your skills are a good fit for the position and the company.

The Actual Interview

- Keep in mind that employers are interested in *how* you respond (i.e. in a logical and thoughtful manner).
- Try not to hurry your responses; take time to formulate your thoughts. It's OK for a few seconds of silence as you prepare your answer.

- Pay special attention to questions for which you answer “No.” If you have to answer “No,” then qualify it positively. The point is not to leave a negative perception with the interviewer.
- Pay attention to “illegal” questions that the interviewer may ask. If you perceive that the information is irrelevant to the responsibilities, you could ask how that information affects your employment with the company or your ability to perform the responsibilities of the position.

Afterwards

- Send a thank you to everyone with whom you interviewed within 24 hours.

For Teaching Candidates:

Don't be surprised if you do not hear from the district right away. School administrators are very busy and cannot call each candidate they meet. If you don't hear from a district within two to three weeks following an interview, consider telephoning to inquire about your status as a candidate.

Offer to provide additional information which the district may need to assess your candidacy. Then be patient and let the process transpire. Continual calling may provoke rather than persuade.

Finally, if you don't get an offer now, courtesy and professionalism may keep the door open for a future opportunity.

Attire

Male Dress Code

- If possible, wear a suit to the interview.
- Belt and shoes should be same color.
- Avoid ties with elaborate patterns or too many colors.
- A wedding ring and/or watch are generally the only jewelry that should be worn.
- Head to Toe: Hair should be well groomed and shoes should be polished.



Female Dress Code

- A suit or dress is preferable.
- Skirts should meet at the top of the knee or longer.
- The amount of jewelry should be minimized.
- Make-up should be light.
- Avoid perfumes and scented powders.



Powerful and Positive First Impressions

Remember: *You only get one chance to make a first impression. Make it count!*

Tips for Making a Positive First Impression for Everyone

- Hair should be neatly combed and clean.
- Shoes should be well polished.
- Skimpy jackets should be avoided.
- A man's tie should end just above his belt.
- Suit material should not be 100% polyester.
- The most acceptable business colors for suits are gray and blue.
- A white shirt is preferable as an accessory to a suit.
- Avoid colognes, scented powders, and perfumes.
- Sexy clothes are unacceptable.

Basic Clothing Etiquette

- When in a meeting, do not remove your suit jacket or loosen your tie. If invited to remove your jacket, it is proper to do so but not mandatory.
- Upon entering an office, if a secretary or a receptionist offers to take your outer garment, it is proper to accept.
- It is not proper to fold your coat or other apparel onto a visitor's chair in someone's office unless you are invited to do so.
- Do not place your briefcase on a chair or a desk. Keep it in your lap or on the floor beside you.
- It is not proper to comb your hair or to apply makeup in someone's office.
- If you need a place to rest a file, books, or papers, do not move items on someone else's desk to make room for them. Use your lap.
- When carrying an umbrella, check with a secretary for a place to store them before entering someone's office.

Image Destroyers

- Chewing gum.
- Eating in front of the interviewer/client.
- Smoking in front of the interviewer/client.
- Dirty or wadded up tissues.
- Scuffed, dirty shoes.
- Long, dangling earrings.
- More than one ring per hand.
- Ankle chains.
- Chipped nail polish or dirty fingernails.
- Makeup on collars or clothing.
- Too much makeup or unblended makeup.
- Dirty hair or dandruff.
- Multiple earrings.
- Very large or overstuffed handbag.

- Skirts well above the knees (This keeps others from taking you seriously.)
- Slip showing through the kick pleat in skirts.
- Casual slacks or shoes (Dressy flats are appropriate.)
- Clothing that is too tight.

Remember that wearing makeup only on “special occasions” tells others that your job isn’t that important to you!

Basic Chronological Style Resume

Sally Simpson

542 Locust Ave. #6
Edwardsville, IL 62025
ssimpson@siue.edu
Cell #: 555-555-1234

Education

Southern Illinois University Edwardsville (SIUE) Edwardsville, IL
Bachelor of Arts in Psychology Expected: May 2011
Minor: Sociology GPA: 3.21

Employment History

Administrative Assistant June 2009 – May 2010
Law offices of D&D Sinclair, IL

- Maintained a neat and orderly work place to guarantee important documents and messages could be located whenever they were needed.
- Fielded telephone calls and delivered detailed, accurate messages to the appropriate firm member.
- Operated and maintained office copier and fax machine.

Server January 2008 - June 2009
Johnnies Grill and Pub Blissfield, IL

- Provided above average customer service by maintaining a positive attitude, high energy, and friendliness during each interaction with customers.
- Exercised conflict resolution skills on a weekly basis by negotiating resolutions with unsatisfied diners.
- Successfully trained and educated new servers about all aspects of the position to ensure a smooth transition into the server team.

Volunteer Experience

- The Human Fund
- American Pet Association

Computer and Language Skills

- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Introductory experience with Adobe Photoshop
- Intermediate written and spoken Spanish

Honors and Activities

- Dean's List
- Psychology Club

Basic Chronological Style Scannable Resume

Sally Simpson
542 Locust Ave. #6
Edwardsville, IL 62025
ssimpson@siue.edu
Cell #: 555-555-1234

Education

Southern Illinois University Edwardsville, May 2010
Bachelor of Arts in Psychology, GPA: 3.21
Minor: Sociology

Employment History

Administrative Assistant, June 2009 - Present
Law offices of D&D, Sinclair, IL

- * Maintained a neat and orderly work place to guarantee important documents and messages could be located whenever they were needed.
- * Fielded telephone calls and delivered detailed, accurate messages to the appropriate firm member.
- * Operated and maintained office copier and fax machine.

Server, January 2008 - June 2009

Johnnies Grill and Pub, Blissfield, IL

- * Provided above average customer service by maintaining a positive attitude, high energy, and friendliness during each interaction with customers.
- * Exercised conflict resolution skills on a weekly basis by negotiating resolutions with unsatisfied diners.
- * Successfully trained and educated new servers about all aspects of the position to ensure a smooth transition into the server team.

Academic Accomplishments

Senior Assignment, Spring 2010

Southern Illinois University Edwardsville

- * Worked on a team with five peers to evaluate the logistical operations of a mid-size company.
- * Served as project liaison between our group and the company and was responsible for maintaining an open line of communication throughout the project's duration.
- * As a team we gathered and analyzed data, drafted a recommendation report, and then presented our findings to the company's operations board members.

Volunteer Experience

The Human Fund

American Pet Association

Computer and Language Skills

Proficient in Microsoft Office (Word, Excel, PowerPoint)

Introductory experience with Adobe Photoshop

Intermediate written and spoken Spanish

Honors and Activities

Dean's List (2009)

Psychology Club (Present)

Pharmacy Chronological Style Resume

Sally Simpson

542 Locust Ave., Apt. #6

Edwardsville, IL 62025

ssimpson@siue.edu

Cell #: 555-555-1234

Education

Doctor of Pharmacy

School of Pharmacy

Southern Illinois University Edwardsville (SIUE)

Expected: May 2011

GPA: 3.5

Edwardsville, IL

Experience

Pharmacy Technician

Green's Pharmacy

May 2004 – Present

Royville, IL

- Verified prescription refill requests for accuracy.
- Maintained proper storage and security conditions for drugs.
- Filled bottles with prescribed medications.
- Priced and documented filled prescriptions.

Chemistry Lab Assistant

SIUE Chemistry Department

August 2003 – May 2004

Edwardsville, IL

- Maintained equipment and work areas.
- Ordered and stocked chemicals and supplies.
- Entered inventory data into the computer.
- Tracked all lab invoices.

Student Assistant

SIUE Dining Services

August 2002 – May 2003

Edwardsville, IL

- Interacted with customers from all levels of the University.
- Fulfilled orders in a timely and efficient manner.

Skills

MS Word

MS PowerPoint

MS Excel

MS FrontPage

MS Access

Honors and Activities

Presidential Scholarship

Dean's List (6 semesters)

SIUE Student Leadership Development Program

Volunteer Experience

Anderson Hospital Hospice Program

Server June 2010 – Present
Applebee's Glen Carbon, IL

- Greeted customers in a timely manner.
- Ensured each guest has their food and drinks prepared correctly.

Computer Skills

Microsoft Office: Word, PowerPoint, Excel
Adobe Programs: Writer, Acrobat, InDesign

Organizations/Activities

Future Educators of America (Fall 2009 – Present)
Campus Activities Board (Fall 2008 – Spring 2009)
SIUE Student Education Association (Fall 2008 – Present)

Hobbies

Reading, traveling, playing volleyball, scrapbooking, running

Honors

President's List (Spring 2008 – Spring 2009)
Phi Theta Kappa Honors Society (Fall 2008 – Present)

References

Miss Becky Smith
Cooperating Teacher
LeClair Elementary School
Edwardsville, IL
555-555-1234
bsmith@leclairelem.edu

Mrs. Jane Doe
Cooperating Teacher
Alton Elementary School
Alton, IL
555-123-4567
jdoe@altonelem.edu

Mr. Joe Cougar
Cooperating Teacher
Lincoln Middle School
Glen Carbon, IL
555-556-7890
jcougar@lincolnmiddle.edu

Dr. Jack Elementary
Education Program Supervisor
School of Education, SIUE
Edwardsville, IL
555-555-5678
jelementary@siue.edu

Basic Functional Style Resume

Sally Simpson

542 Locust Ave. #6
Edwardsville, IL 62025
ssimpson@siue.edu
Cell #: 555-555-1234

Education

Southern Illinois University Edwardsville (SIUE)
Bachelor of Arts in Psychology
Minor: Sociology

Edwardsville, IL
Expected: May 2012
GPA: 3.21

Qualifications and Accomplishments

Academic

Senior Assignment

- Worked on a team with five peers to evaluate the logistical operations of a mid-size company.
- Served as project liaison between our group and the company and was responsible for maintaining an open line of communication throughout the project's duration.
- As a team we gathered and analyzed data, drafted a recommendation report, and then presented our findings to the company's operations board members.

Administrative

- Maintained a neat and orderly work place to guarantee important documents and messages could be located whenever they were needed.
- Fielded telephone calls and delivered detailed, accurate messages to the appropriate firm member.
- Operated and maintained office copier and fax machine.

Communication

- Provided above average customer service by maintaining a positive attitude, high energy, and friendliness during each interaction with customers.
- Exercised conflict resolution skills on a weekly basis by negotiating resolutions with unsatisfied diners.
- Successfully trained and educated new servers about all aspects of the position to ensure a smooth transition into the server team.

Employment History

Administrative Assistant, Law offices of D&D, Sinclair, IL
Server, Johnnies Grill and Pub, Blissfield, IL

June 2009 – May 2010
Jan. 2008 - June 2009

Volunteer Experience

- American Pet Association

Computer and Language Skills

- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Intermediate written and spoken Spanish

Honors and Activities

- Dean's List (2 semesters)
- Psychology Club (2010 – Present)

Basic Combination Style Resume

Sally Simpson

542 Locust Ave. #6
Edwardsville, IL 62025
ssimpson@siue.edu
Cell #: 555-555-1234

Summary

- Committed, flexible, and responsible professional capable of working on a team or individually.
- Track record of excellent workplace attendance and dedication.
- Well-rounded and respected employee entrusted with leadership roles (trainer of new employees) and key supportive roles (project liaison).

Education

Southern Illinois University Edwardsville (SIUE)
Bachelor of Arts in Psychology
Minor: Sociology

Edwardsville, IL
May 2010
GPA: 3.21

Professional Experience

Administrative Assistant
Law offices of D&D

June 2009 – May 2010
Sinclair, IL

- Maintained a neat and orderly work place to guarantee important documents and messages could be located whenever they were needed.
- Fielded telephone calls and delivered detailed, accurate messages to the appropriate firm member.
- Operated and maintained office copier and fax machine.

Academic Accomplishments

Senior Assignment
SIUE

Spring 2010
Edwardsville, IL

- Worked on a team with five peers to evaluate the logistical operations of a mid-size company.
- Served as project liaison between our group and the company and was responsible for maintaining an open line of communication throughout the project's duration.
- As a team we gathered and analyzed data, drafted a recommendation report, and then presented our findings to the company's operations board members.

Other Experience

Server
Johnnies Grill and Pub

January 2008 - June 2009
Blissfield, IL

Volunteer Experience

- The Human Fund
- American Pet Association

Honors and Activities

- Dean's List
- Psychology Club

References

Sally Simpson

542 Locust Ave. #6
Edwardsville, IL 62025
ssimpson@siue.edu
Cell #: 555-555-1234

References

Mary Demeanor, J.D.
Attorney at Law
Law offices of D&D
8524 Class Action Dr.
Sinclair, IL 62481
(555) 555-5432
miss.demeanor@sueyou.com

John Pepper
Restaurateur
Johnnies Grill and Pub
4444 Ziggy Lane
Blissfield, IL 84233
(555) 555-9876
johnpepper@email.com

Kevin Williams, Ph.D.
Assistant Professor of Psychology
Southern Illinois University Edwardsville
Campus Box 6415
Edwardsville, IL 62026
(555) 555-6547
kevin.williams@university.com

Action Verbs

Abstracted	Accelerated	Accomplished	Accounted	Achieved
Acquired	Acted	Activated	Adapted	Addressed
Adjusted	Administered	Advanced	Advertised	Advised
Advocated	Allocated	Analyzed	Answered	Anticipated
Applied	Appraised	Approved	Arbitrated	Arranged
Ascertained	Assembled	Assessed	Assigned	Assisted
Attained	Audited	Augmented	Authored	Awarded
Balanced	Began	Boosted	Briefed	Brought
Budgeted	Built	Calculated	Captured	Cared
Catalogued	Centralized	Chaired	Changed	Charged
Charted	Chartered	Checked	Clarified	Classified
Coached	Collaborated	Collected	Combined	Communicated
Compared	Compiled	Completed	Composed	Computed
Conceived	Conceptualized	Condensed	Conducted	Conferred
Confronted	Conserved	Consolidated	Constructed	Consulted
Continued	Contracted	Contributed	Controlled	Converted
Conveyed	Convinced	Cooperated	Coordinated	Copied
Correlated	Corresponded	Counseled	Created	Critiqued
Cultivated	Customized	Dealt	Debated	Debugged
Decided	Defined	Delegated	Delivered	Demonstrated
Designated	Designed	Detected	Determined	Developed
Devised	Diagnosed	Directed	Discovered	Dispatched
Dispensed	Displayed	Dissected	Distributed	Diverted
Documented	Drafted	Drove	Earned	Edited
Educated	Effected	Eliminated	Empathized	Employed
Enabled	Encouraged	Enforced	Engineered	Enhanced
Enlarged	Enlightened	Enlisted	Ensured	Entertained
Established	Estimated	Examined	Exceeded	Executed
Exhibited	Expanded	Expedited	Experimented	Explained
Explored	Expressed	Extended	Extracted	Fabricated
Facilitated	Familiarized	Fashioned	Figured	Finalized
Financed	Fixed	Focused	Followed	Forecasted
Formed	Formulated	Fostered	Found	Fulfilled
Furnished	Gained	Gathered	Generated	Governed
Grossed	Guided	Handled	Headed	Heightened
Helped	Hired	Honed	Hosted	Hypothesized
Identified	Illustrated	Imagined	Implemented	Improved
Improvised	Incorporated	Increased	Indexed	Indicated
Informed	Influenced	Initiated	Innovated	Inspected
Inspired	Installed	Instituted	Instructed	Integrated
Interacted	Interpreted	Interviewed	Invented	Investigated

Involved	Issued	Joined	Judged	Kept
Launched	Learned	Lectured	Led	Lifted
Listened	Located	Logged	Maintained	Managed
Manipulated	Mapped	Marked	Mastered	Maximized
Measured	Mediated	Merged	Minimized	Mobilized
Modeled	Modified	Monitored	Motivated	Narrated
Navigated	Negotiated	Netted	Observed	Obtained
Offered	Opened	Operated	Orchestrated	Ordered
Organized	Originated	Outlined	Overcame	Overhauled
Oversaw	Participated	Perceived	Perfected	Performed
Persuaded	Photographed	Pinpointed	Piloted	Pioneered
Placed	Planned	Played	Practiced	Predicted
Prepared	Prescribed	Presented	Preserved	Presided
Prevented	Printed	Prioritized	Processed	Produced
Programmed	Projected	Promoted	Proofread	Proposed
Protected	Proved	Provided	Publicized	Published
Purchased	Qualified	Queried	Questioned	Quoted
Raised	Ran	Ranked	Rated	Reached
Reasoned	Received	Recommended	Reconciled	Recorded
Recruited	Reduced	Referred	Rehabilitated	Related
Remodeled	Rendered	Reorganized	Repaired	Replaced
Reported	Researched	Reshaped	Resolved	Responded
Restored	Restructured	Retrieved	Reviewed	Revised
Revitalized	Saved	Scanned	Scheduled	Screened
Searched	Secured	Selected	Separated	Served
Shaped	Shared	Simplified	Sketched	Sold
Solicited	Solved	Sorted	Spearheaded	Specialized
Specified	Spoke	Sponsored	Staffed	Standardized
Started	Stimulated	Straightened	Streamlined	Strengthened
Stressed	Structured	Studied	Substantiated	Succeeded
Suggested	Summarized	Supplied	Supervised	Supported
Surpassed	Surveyed	Sustained	Symbolized	Synthesized
Systematized	Tabulated	Targeted	Taught	Terminated
Tested	Theorized	Tightened	Totaled	Tracked
Traded	Trained	Transformed	Translated	Transcribed
Transferred	Transmitted	Traveled	Treated	Tutored
Uncovered	Undertook	Unified	United	Updated
Upgraded	Used	Utilized	Validated	Verbalized
Verified	Vitalized	Volunteered	Weighted	Widened
Won	Worked	Wrote		

Cover Letter

April 22, 2010

Mr. Richard Hayes ← If addressee name is not provided, leave blank.
Human Resources Manager
Company XYZ
734 Mercantile Drive
St. Louis, MO 63105

Dear Mr. Hayes: ← Replace with "Dear Sir or Madam."

Please accept this letter and resume for consideration in your search for a Human Resources Assistant. I learned of this position through the website jobfox.com. In May I will be graduating with a Bachelor of Arts degree from Southern Illinois University Edwardsville. This academic achievement, my excellent track record as an Administrative Assistant, and my commitment to teamwork and professionalism in the work place makes me an ideal candidate for this position.

As can be seen on my resume, I have been employed as an Administrative Assistant for the last year at the Law Offices of D&D. In this position I have been responsible for managing multiple phone lines simultaneously and maintaining accurate records pertaining to on-going and past litigation cases. During my tenure in this position, there has never been a misplaced document or lost phone message.

In addition to the skills I've practiced successfully as an Administrative Assistant, I have also taken the opportunity to build my professional communication skills by serving as a team liaison for a group senior assignment. In that role I accepted responsibility for maintaining productive, accurate communication between the team, the mid-size company we were serving, and our course instructor. My success in that role helped contribute to the successful completion of our project and we received high marks from both our course instructor and company client.

Thank you for taking the time to read this letter and review my resume. Please contact me via cell phone (555-555-1234) if there is any additional information I can provide or to schedule an interview. I am very excited to learn more about your company and this position, and to discuss in greater detail what I can offer your company.

Sincerely,

← If mailing a hard copy, sign here.

Sally Simpson

Enclosure

Thank You Letter

Sally Simpson
542 Locust Ave. #6
Edwardsville, IL 62025

May 14, 2010

Mr. Richard Hayes
Human Resources Manager
Company XYZ
734 Mercantile Drive
St. Louis, MO 63105

Dear Mr. Hayes:

Thank you for taking the time to interview with me for your Human Resources Assistant position. I greatly enjoyed visiting your office, meeting the department staff, and learning about the ways I may be of benefit in that environment.

Please do not hesitate to contact me if there is any additional information I can provide. I look forward to speaking with you again in the near future.

Sincerely,

Sally Simpson

Informational Interviewing Questions

Below are some questions you may want to ask in an informational interview. This list is not exhaustive. Be sure to include specific questions pertinent to you or the occupation.

- How did you get your start in this career?
- How did you prepare for entry into this field? Is there any specific training or degree required?
- What is a typical workday like?
- How many days/hours per week do you typically work?
- What are some typical entry-level positions to get started in this occupation?
- What are the qualifications you would look for in a recent graduate looking to get into this field?
- What is the entry-level salary range for this occupation? What is the maximum salary range?
- What are the most challenging aspects of your work?
- What rewards do you get from your work?
- Knowing what you know now, if you could start over again, what would you do differently to reach this occupation?
- Do you recommend any professional associations to join or journals to subscribe to?
- What do you enjoy most about your field in general and your current job in particular?
- What do you enjoy least about your field in general and your current job in particular?
- What are some obstacles I should be prepared to face when getting started?
- Do you have any other suggestions for someone interested in this field?

Interview Questions

Standard Questions

- Would you tell me about yourself?
- How did you choose your university and particular field of study?
- What is your greatest strength?
- What is your greatest weakness?
- What qualities would you expect in a supervisor?
- What motivates you to put forth your greatest effort?
- What is your philosophy of life?
- How would you define success?
- What are your career goals?
- Where do you see yourself in five years? In 10 years?
- Why should I hire you?

Behavior-Based Questions

- What do you feel have been your most significant school-/work-related accomplishments in the past year?
- Can you give me an instance when you felt most pressured and stressed in your school/work? How did you handle it? What was the outcome?
- Can you tell me about a time you were most persuasive in overcoming resistance to your ideas or point of view. What was the result?
- Can you describe the most valuable criticism you have received and what you did with it?
- Can you tell me about the last time you made a decision that backfired? How did you resolve the dilemma?
- Can you give an example of a project/situation that demanded attention to detail? How did you handle the details?
- Can you tell me about the last time you felt anger on the job? How did you deal with it?
- Can you tell me about an event that really challenged you?
- Can you tell me about the most difficult or frustrating person with whom you have worked? What did you do to cope/deal with that person?
- Can you describe the supervisor you have liked the least? Best?

Questions to Ask the Employer

- What is the first task that would need the attention of the person you hire?
- What other concerns need attention now? Over the next six months?
- What kind of training would I receive?
- Are there other duties expected which are not formally listed as part of the job?

- How would I be evaluated?
- What kind of advancement opportunities does your organization offer?
- How would you differentiate your company from your major competitors?
- What do you see ahead for the organization in the next 10 years?
- When can I expect to hear from you with regards to your hiring decision?
- May I call you at a later time if any further questions arise?

Illegal or Improper Questions

Illegal or improper interview questions include any asked regarding the following categories:

- Sex
- Age
- Race
- National origin
- Religion
- Disability status
- Marital status
- Number of children or dependents
- Spouse's occupation

The following list contains a few examples of illegal or improper inquiries. Immediately following is a list containing requests for the same information, but in a legal manner.

Illegal/Improper

- Do you have any children?
- How old are you? What is your date of birth?
- Do you have a car?
- Are you a U.S. citizen?
- Are you disabled? What physical limitations do you have?

Legal

- What days, hours, or shifts are you available to work?
- Are you over the age of 18?
- Will transportation be a problem when overtime is required?
- Are you authorized to work in the United States?
- Are you able to perform all essential functions of the job with or without accommodation?

Interview Questions for Prospective Teachers

The following questions are examples of those that you will likely encounter in your interviews. Use these to practice in order to communicate your teaching skills.

- Why do you want to teach?
- What is your philosophy of education?
- With what kind of student do you most (least) like to work?
- Would you describe your style of teaching?
- Would you like to be involved in school (community) activities?
- What do you plan to be doing in five years? What are your career goals?
- Can you describe your student teaching experiences?
- What was your biggest problem in student teaching? Resolution?
- What three words would your students use to describe you as a teacher?
- How do you individualize your teaching?
- How do you feel that the “rapid learner” should be provided for in your area of teaching?
- What is the greatest attribute you can bring to a class of students?
- What are the qualities of an excellent teacher? Which of these qualities do you have?
- Some of your students always finish their assignments early. How would you deal with the free time that they have?
- How would you work with students who perform below grade level?
- What grade level do you prefer? Why?
- How would you use teacher aides and parent volunteers?
- Are parent/teacher conferences important? Why or why not?
- Why do you want to work in our district?
- Why should our school district hire you?
- Can you describe an ideal classroom?
- How do you relate with minority students in the classroom?
- A student is consistently late to your class. How do you handle the situation?
- What would you do or how would you treat a student who refused to do the work you assigned?
- How would you handle a student who continually “acted up” in your class?
- How should a student’s educational achievement and progress be measured?
- You know that a staff member has been talking behind your back about what he or she sees as your ineffective teaching methods. What would you do?
- What do you expect from your supervisor?

Questions to Ask the School District

If you are serious about teaching in a district, there are questions to which you need to know the answer before accepting the offer. Some of the following examples should give you some ideas:

- What is the teacher/student ratio in your district?
- Do you encourage teachers to earn advanced degrees?
- How many classes a day will I be expected to teach?
- Can you tell me about the students who attend this school?
- What textbooks does the district use in this subject area?
- Do you have teachers serving in areas for which they do not have full certification?
- Do teachers participate in curriculum review and change?
- What support staff members are available to help students and teachers?
- What discipline procedures does the district use?
- Do parents support the schools?
- Do your schools use teacher aides or parent volunteers?
- What allowances are provided for supplies and materials?
- How are teachers assigned to extracurricular activities? Is compensation provided?
- Does the district have a statement of educational philosophy or mission?
- What are prospects for future growth in this community and its schools?