

Interview Session CSI-June 2015

Three Phases

1. Preparation
2. Presentation
3. Follow-up

Preparation:

Step 1: Research 101

- Discover which Districts are growing the fastest
- Network with your University Career Center
- Network with your colleagues
- Research the districts
- Think about where you want to live
- Match your talents and your desires
- Don't think your first job is the only job you will ever have
- Make a list
- Think about geography

Step 2 Research 201

- One you locate district you'd like to work in; research them on their websites, and the websites of the music department or BOCJ
- Read about the districts mission and goals
- See if they have a Parents Booster Club
- Make it a goal to seek out people that know the district (this research will help you when you get to the interview stage)

Step 3 Contacts 301

- If you do not have familiar contacts in the district of our favorite districts; identify potential contacts through others, LinkedIn, Facebook, etc. Be careful with social media – it can be your friend or your downfall

- Make sure your own social media platforms show you in the best light, Spring Break pictures need to go ASAP

Step 4 Contact 401

- Make respectful contact with the individuals you have identified in this process. Remember that there is a risk in this; you could be seen as presumptuous

Step 5 Preparations 500

- Prepare your resume.
- Shorter is better than longer; often the front and back of one page is more effective than multiple pages.
- A standard resume is a template; it should not be used for all districts – each resume should be customized for the district
- Use the words that appear on the districts website to identify yourself and your talents
- If the district has a standard form complete it with care and if possible attach your one pager
- Prepare for the Interview long before any actual interview
- Have a 60 second elevator opener ready that you have practiced over and over and over as if you were getting ready to solo with the most famous ensemble you ever desired to be with

Interview preparation

- Dress Professional
- Be prepared. Read press releases from the local papers; they are all online these days. Local papers. Make sure you have researched the community.
- Practice basic Questions; remember think through your answers before you open your mouth. Even if you know the interviewer, take nothing for granted
- Make sure you have questions to ask them and it shouldn't be; "What's the salary and benefits?"
- Always answer honestly
- Keep to the question asked
- Show enthusiasm, ambition or determination
- Want to be a part of their team

Ten Interview Questions You Must Know How to Answer

1. Tell me about yourself?
2. Walk me through your resume
3. What makes you better than other candidates?
4. Where do you see yourself in 5 years?

5. Why are you leaving / did you leave your current job? (less important for first time job seekers)
6. What is your biggest weakness?
7. What do you do during your free time?
8. Why don't you give me you understanding of the position, and explain how your experience lines up?
9. Why this job, in this district?
10. Do you have any questions for us?

Follow-up

- Leave having made a mark by your presence and look. Stand-up, shake hands, Look people in the eye
- Send a follow-up email ASAP to all who were in the interview
- Immediately write a thank you type letter and mail it at the local post office within hours of the interview. That means bringing along a few stamps and thank you type cards. It is still very classy!