

## **INTERVIEWING SKILLS** **The “Rules of the Road”**

1. Make a **great** impression!
  - Firm handshake
  - Good body language
  - Professional dress (gig line)
  - Hair cut
  - Tattoos
  - Table manners
  
2. LOOK IN THE MIRROR! Put yourself in my place. Would you hire you? Why? Why not?
  
3. Be prepared
  - Completed (and neat) application (Sometimes already completed online-bring anyway)
  - Resume (not required, but extremely helpful--a way to “blow your own horn”) Formatted sample copy provided below.
  - Transcripts to date (copy will do for the interview, but originals are **required**)
  - University Placement File
  
4. Call current teachers--find out everything you can about the program you are seeking
  - Visit local programs before and during student teaching
  - Attend honor ensemble concerts
  - Join NAFME and support your local collegiate chapter
  
5. Do mock interviews with fellow students/friends
  - Practice makes perfect--sound familiar?
  
6. Be prepared to discuss the following items (notice that only three are music-related)
  - Appropriate literature and concert design (including marching band)
  - Introducing and teaching of **SOLID** playing/singing skills
  - Instructional objectives
  - DO YOU KNOW THE MUSIC CONTENT STANDARDS?**
  - Methods/strategies regarding classroom management
  - Recruitment/maintenance plans
  - Non-musical responsibilities
  - Classroom routine
  - Motivational techniques/strategies

**BE PREPARED TO ANSWER QUESTIONS LIKE THESE**

1. Tell me about yourself.
2. What is your major instrument?
3. Describe your proficiency on all other instruments, including strings.
4. What do you consider to be typical problems for beginning (wind/brass/percussion students)?
5. Describe your high school and college/university background and training. Discuss how these experiences have prepared you to be a band director.
6. Describe your ability to develop and chart a marching band show.
7. What are your Jazz Band pedagogical skills and describe how you teach improvisation.
8. Discuss your expectations regarding performance.
9. What are your instructional objectives?
10. Describe your method of lesson planning.
11. Discuss some of your considerations in selecting literature for your band.
12. Describe some of the methods you would use in gaining and maintaining appropriate classroom management. How will you handle behavior problems?
13. Describe some of the strategies you would use in recruiting students for the band program.
14. Describe what an observer might see in a typical, daily rehearsal?
15. Provide an example of a standards-based lesson.
16. In your opinion, what constitutes a superior, meaningful performance?
17. Describe what you consider to be your obligations in planning and running fundraising activities.
18. Explain some of the non-musical responsibilities you have to your students.
19. What are your plans for professional development?
20. Is there anything else that we should know about your qualifications for this position?

**ERR ON THE CONSERVATIVE SIDE**

Marcia M. Neel  
2564 Farmington Avenue  
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July 4, 2013

Wolfgang A. Mozart  
Principal  
Haydn Middle School  
Hollywood, CA 00000

There is a lot of information in this letter that leads me to think that YOU are the person I need to interview! It doesn't have to be this long but it does have to have impressive content. USE QUALITY PAPER FOR BOTH THE LETTER AND THE RESUME. -M.

Dear Mr. Mozart:

Please consider this correspondence to serve as a letter of interest regarding the position of Band and General Music Teacher for Haydn Middle School. It is evident from your mission statement that you place a great deal of importance on educating every aspect of a child's mental, physical, and social development. My experience would contribute to the ongoing building and maintaining of a classroom culture where students can grow and develop as young musicians with a passion for music-making and an appreciation of the arts in general.

During the course of my studies at XYZ University, I have been provided with numerous opportunities to work with both middle and high school students of varying levels of achievement. In my four years at the university, I assisted with the planning and organization of the Sunset Regional Honor Band. As president of the XYZ chapter of the National Association for Music Education, I also helped coordinate several successful fund-raising events that provided scholarships for public school students to participate in extra-curricular music activities.

For the past three summers, I have had the privilege of working as a Senior Volunteer for the Beethoven High School Marching Band Program where it was my responsibility to oversee the new members of the program. As a student teacher with the Stravinsky Middle and High School Band Programs, I taught two middle school bands, the high school intermediate and advanced bands, a percussion ensemble class and competitive marching band.

In addition to being a strong musician, I hold myself to a high standard of excellence in all things. Strong communication, organization, and leadership skills are vital in building and maintaining any music program. So that students develop a lifelong love of the arts, I am committed to providing a structured learning environment where all students are given the opportunity to achieve at a high level thereby learning the life skills needed to become productive, young adults.

Attached is a copy of my resume for your perusal. I am confident that my education has thoroughly prepared me to become an asset to Haydn Middle School. Please let me know if you would prefer to see any further supporting materials.

I look forward to hearing from you about the scheduling of an interview and am available at your convenience.

Thank you,

(Sign your name NEATLY here)

Marcia M. Neel

Encl: (1)

# Jeramiah A. Bowman

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## EDUCATION

### **Ball State University**

*August 2007 – May 2012*

Bachelor of Science in Music Education – Instrumental/General Music K-12

Percussion Primary

GPA: 3.4/4.0

## TEACHING EXPERIENCE

### **Student Teaching Assignment**

*Avon Middle and High Schools, Avon, Indiana (January 2012 – May 2012)*

- Dean Westman, Jay Webb, Cooperating Teachers
- Developed unit curricula and applied to band, orchestra, and AP theory classes
- Instructed, supervised, and planned rehearsals for the percussion and wind sections of the Symphony Orchestra and Wind Ensemble
- Provided private lessons to a Division I State Solo and Ensemble qualifiers

### **Percussion Director**

*Winchester Community High School, Winchester, Indiana (May – August 2011)*

*Jay County High School, Portland, Indiana (June – August 2010)*

*Lewis Cass Jr./Sr. High School, Walton, Indiana (June 2010 – April 2011)*

- Instructed, supervised, and planned rehearsals for the percussion section of the marching band
- Provided private lessons to percussion students and Division I State Solo and Ensemble qualifiers
- Composed percussion closer (*Jay County High School*)
- Arranged percussion music as required
- Maintained all percussion equipment

### **Percussion Faculty**

*National Percussion Symposium, Music for All, Ball State University, Muncie, Indiana (2011, 2012)*

*Arts Place, Portland, Indiana (August 2010 – March 2011)*

*All-State Percussion Ensemble, Indiana Music Educators Association (2011)*

*Tri-West High School, Lizton, Indiana (August 2009 Band Camp)*

- Provided private lessons to a Division I State Solo and Ensemble qualifiers
- Provided group lessons to the percussion ensemble
- Provided setup, instruction, and assisted the clinicians with the concert bands and percussion sections (*National Percussion Symposium*)

### **Field Work**

*Public Schools, Muncie, Indiana (August 2009 – December 2011)*

- Completed field experiences for Elementary and Secondary general methods courses
- Developed unit curricula and applied to classroom settings

## RELATED EXPERIENCE

### **Freelance Musician**

*Muncie, Indiana (August 2010 – Present)*

- Performed at multiple churches in the Muncie community for Sunday services

### **Volunteer Service**

*College Mentors for Kids, Ball State Chapter (2009)*

*Ross Center, Muncie, Indiana (2009)*

*Motivate Our Minds, Muncie, Indiana (2010)*

- Tutored at risk youth
- Mentored at risk youth

## ACHIEVEMENTS AND RECOGNITIONS

- Dean's List (2007, 2009, 2011)
- Senior Recital – Pruis Hall (2011)
- Indianapolis Wind Symphony (2011)
- Ball State Wind Ensemble – CBDNA National Convention (2011)
- Ball State Wind Ensemble – IMEA State Convention (2009, 2011, 2012)
- Junior Recital – Pruis Hall (2010)
- Indiana Day of Percussion Soloist – Vincennes University (2010)
- Ball State Symphony Orchestra Soloist (2010)
- Ball State University Undergraduate Concerto Competition Winner (2010)
- Ball State Wind Ensemble – CBDNA Regional Convention (2010)
- Barbara D. and Erwin C Mueller Percussion Scholarship (2009)

## PERFORMING ENSEMBLES

- Muncie Symphony Orchestra (2010-11, 2011-12)
- Anderson Symphony Orchestra (2011)
- Ball State Symphony Band (2008-09, Fall 2011)
- Ball State Symphony Orchestra (Fall 2010)
- Ball State Chamber Choir (Fall 2010)
- Ball State Wind Ensemble (2009-10, 2010-11)
- Marimba/Percussion Ensemble I (2009-10, 2010-11, Fall 2011)
- Marimba/Percussion Ensemble II (2007-08, 2008-09)
- University Choral Union (Spring 2008)
- Pride of Mid-America Marching Band (Fall 2007)

## PROFESSIONAL DEVELOPMENT

- University of Minnesota – The Art of Wind Band Teaching Symposium (anticipated July 2012)
- University of Missouri-Kansas City Conservatory – Wind Band Teaching Symposium (2012)
- Conn-Selmer Institute (2010, 2011, 2012)
- University of Indianapolis – Instrumental Conducting Workshop (2011)
- Midwest Clinic (2009, 2010, 2011)
- Indiana Music Educators Association State Conference (2009, 2011, 2012)
- MENC Regional Conference (2009)
- Percussive Arts Society International Conference (2009, 2010)

## LEADERSHIP

- Ball State Band Manager (2010, 2011)  
Setup rehearsal and performance spaces for the Wind Ensemble and Symphony Band  
Managed setup for the Wind Ensemble's tour to the IMEA State and  
CBDNA National Conventions
- Coordinated "A Day of Percussion"  
*Ball State University, Muncie, Indiana (2011)*
- Phi Mu Alpha Sinfonia, Delta Lambda Chapter  
Chapter Vice-President (2010)  
Province 28 Secretary (2010)  
Chapter Secretary (2009)  
Province Council Representative (2008)
- National Band Association, Ball State Chapter  
President (2010-2011)
- Collegiate Music Educators National Conference, Ball State Chapter  
Band Representative (2010-2011)
- Country Clovers 4-H Club  
Leader and Project Superintendent  
*Hendricks County, Indiana (2009 – present)*  
Organize meetings and verify student completion of 4-H requirements  
Demonstrate Cake Decorating project  
Organize registration for student participants

## PROFESSIONAL ORGANIZATIONS

- Percussive Arts Society (2009 – Present)
- Phi Mu Alpha Sinfonia (2008 – Present)
- National Band Association (2008 – Present)
- NAFME (2007 – Present)
- CMENC, Ball State University (2007 – Present)

## REFERENCES

Dr. Erwin Mueller  
Professor of Percussion – Ball State University  
765-285-5506  
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Dr. Ryan Hourigan  
Associate Director – Ball State University  
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Dr. Tim Lautzenheiser  
President/CEO -Attitude Concepts, Inc.  
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Mr. Dean Westman  
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