



Washington Elementary School District

Interview Skills and Techniques

INTERVIEW PREPARATION

Take time to research the job and the company

The more prepared you are for the interview, the smoother the interview will go. You will want to know as much about your potential employer as possible. Standard interview questions are “what do you know about us” and “why do you want to work here.” Research will enable you to have the right response. You will also be able to find out whether the company and the company culture are a good fit for you.

Plan ahead to arrive on time

Five to ten minutes early is appropriate. Arriving too early may be awkward and will give you an opportunity to get nervous. Arriving late is completely unacceptable.

If you cannot make it to the interview on time you must call and provide a reason for the delay. Be prepared for the possibility of having to reschedule the interview or being excluded from the interview process.

Prepare responses to questions you may be asked, such as:

- Tell me about a time when you had to deal with a co-worker who wasn't doing his/her fair share of the work. What did you do and what was the outcome?
- Tell me about a time that you helped someone.
- Tell me about a time that you didn't work well with a supervisor. What was the outcome and how would you have changed the outcome?
- Tell me about a time that you misjudged a person.
- Tell me about a time you were faced with conflicting priorities.

Prepare some questions to ask the interviewer(s), including:

- What do you view as the most challenging part of this job?
- How would you describe the company culture?
- How would you describe a typical week/day in this position?
- Why is the last person who held this position leaving?
- How is one evaluated in this position?

Send a Thank You Note

A thank you note is not required, but can add a nice touch. You may choose to send a thank you note to each member of the interview panel or address it to the interviewing supervisor.

INTERVIEWING TIPS

HAND SHAKES – Good rule of thumb is to shake as firm as the person on the other end. However, you don't want to hurt them or shake like a jelly fish!

DRESS – Business attire, not “club” attire! No sneakers, flip-flops or 4 inch high heels. No cleavage or see-through tops.

APPROPRIATE USE OF TIME – Don't monopolize the time. If you take just 3 minutes to provide an overview of what you are seeking, then move on. If you notice that the interviewer is looking at the clock/watch, starting to look around, then you may be taking too much time and you need to move on.

NO – Food, beverages or gum, but a water bottle is okay, especially in the summer months.

EYE CONTACT – When interviewing with more than one person, try to make eye contact with each person at least twice during the interview. Keep in mind, they are writing down your responses and may not be able to give you the same courtesy.

CELL PHONES – Turn cell phone off or leave it in the car. However, if you are expecting an urgent call such as a baby inform the interview team before the interview gets started. Be proactive and try to make a back-up emergency plan so you do not have to be interrupted during the interview.

