

Welcome!

Thank you for joining us today!

We'd love to get to know a little about you!

- ▶ For those of you joining us via Zoom, please type in the chat:
 1. If you are a student, staff/faculty or community member.
 2. The CWU Campus or Center you are closest to, ie: Main Campus/Ellensburg, CWU-Yakima, CWU Online Student, etc.
 3. What is your program of study/major (ie: Elementary Education, TESL, Sp.Ed. etc.)



Interviewing Workshop for Education Majors

General Interviewing Guidelines

Preparing for Interviews

- ▶ Preparation leads to increased confidence
- ▶ Increased confidence leads to better performance

Preparing for Interviews

- ▶ ***Anticipate questions and practice, practice, practice OUTLOUD***
- ▶ Stay confident and positive even if the interviewer(s) are not
- ▶ Prepare questions for the interviewer/s
- ▶ Dress professionally

Preparation – Logistics

- ▶ Where is the interview? (Address, building #, special directions, etc.)
- ▶ Who is going to be interviewing you? (sometimes you will know, sometimes you won't)
- ▶ Parking – where do you park?
- ▶ Time of day - account for traffic on your route

Preparation – Logistics (cont.)

- ▶ Give yourself plenty of time to arrive a little early (15 minutes early is appropriate).
- ▶ Err on the side of conservative and overdressed.

Professional Dress Suggestions

- ▶ In an interview, the way you dress influences the interviewer's first impression of you. Dressing professionally demonstrates respect, and shows the employer that you take the interview seriously. It can also boost your own self-confidence during the interview. The following suggestions are meant to help guide you in your interview wear preparation.
 - ▶ Suit: Solid, dark color (gray, black, brown or navy), conservative
 - ▶ Shirt: Collared and long sleeve, conservative color; Coordinated blouse, long sleeved, conservative neckline
 - ▶ Tie: Solid, thin striped or small geometric print; bottom of the tie should meet belt line
 - ▶ Socks/Hosiery: Long, dark socks to match pants; Nylons should be neutral or a solid dark color, no prints
 - ▶ Shoes: Well polished, dark dress shoes to match belt, polished, Closed toe, low heel
 - ▶ Hair: Neat, professional
 - ▶ Nails: Manicured, neutral nail polish
 - ▶ No jewelry except wedding band or watch
 - ▶ Easy on the after shave or cologne; limited makeup and perfume
 - ▶ Portfolio or briefcase

Interview outfits

DO

Business casual

This interview look would be appropriate for these industries: IT, startups, teaching, entry-level government positions, environmental engineering, aerospace (non-management), architecture, health-care/life-sciences research, social media, advertising/PR and retail.



Detail adds interest but doesn't distract

Sweater and pants fit well

Casual, yet polished

Pants are appropriate length for heels

Business professional

This more formal interview look works for these industries: health-care management and sales, hospital administration, biotechnology, banking, personal financial services, academic administration, hospitality, pharmaceutical sales and aerospace management.



Blouse color, collar style go well with the suit

Minimal jewelry

Jacket not too short, not too long

Tip: Check yourself in the mirror before leaving the house

Could wear heels rather than flats to increase formality

INSIDE: Men's interview attire do's and don'ts, F3

DON'T



Necklace too large

Tip: Avoid any bright or patterned clothing that may be distracting

Too tight

Cotton capris: too casual

Too informal; this would be a better outfit for shopping at Pike Place Market (with different shoes)

Meet the experts

Local career experts Lisa Quast, CEO of Career Woman, Inc., and Josh Warborg, district president of Robert Half International, provided critiques of these outfits.

"Appropriate attire depends on the industry and company in which you will be interviewing, the geographic location and time of year."



Quast

"Suits in conservative colors, such as black, gray or navy, paired with light, solid-colored shirts are a safe choice."



Warborg

PHOTOS COURTESY OF OFFICETEAM

DO



DON'T



PHOTOS COURTESY OF OFFICETEAM

CWU Career Services Professional Clothing Closet

- ▶ It's important to dress appropriately for professional opportunities, to make the right impression; unfortunately, that's not always affordable, particularly for students. The Professional Clothing Closet was created to supplement student resources by providing free interview-ready items of clothing.
- ▶ The Professional Clothing Closet is open to all CWU students and alumni who need clothing for interviews, job fairs, industry conferences, or other professional opportunities. Items you may find in the closet include suits, skirts, pants, suit jackets, ties, belts, dresses, and shoes.
- ▶ Please note that the clothing closet is made almost entirely of donations; this means that there will not always be items of the right size or color for your needs.

CWU Career Services Professional Clothing Closet

▶ **Guidelines for Participation:**

- ▶ The primary location for the Professional Clothing Closet is located in our office in Bouillon 206 and is available during regular business hours (Monday-Friday, 8am-5pm).
- ▶ After you've utilized the closet, we strongly encourage you to schedule an appointment for a mock interview with one of career counselors to practice your interviewing skills.

▶ **Pay It Forward:**

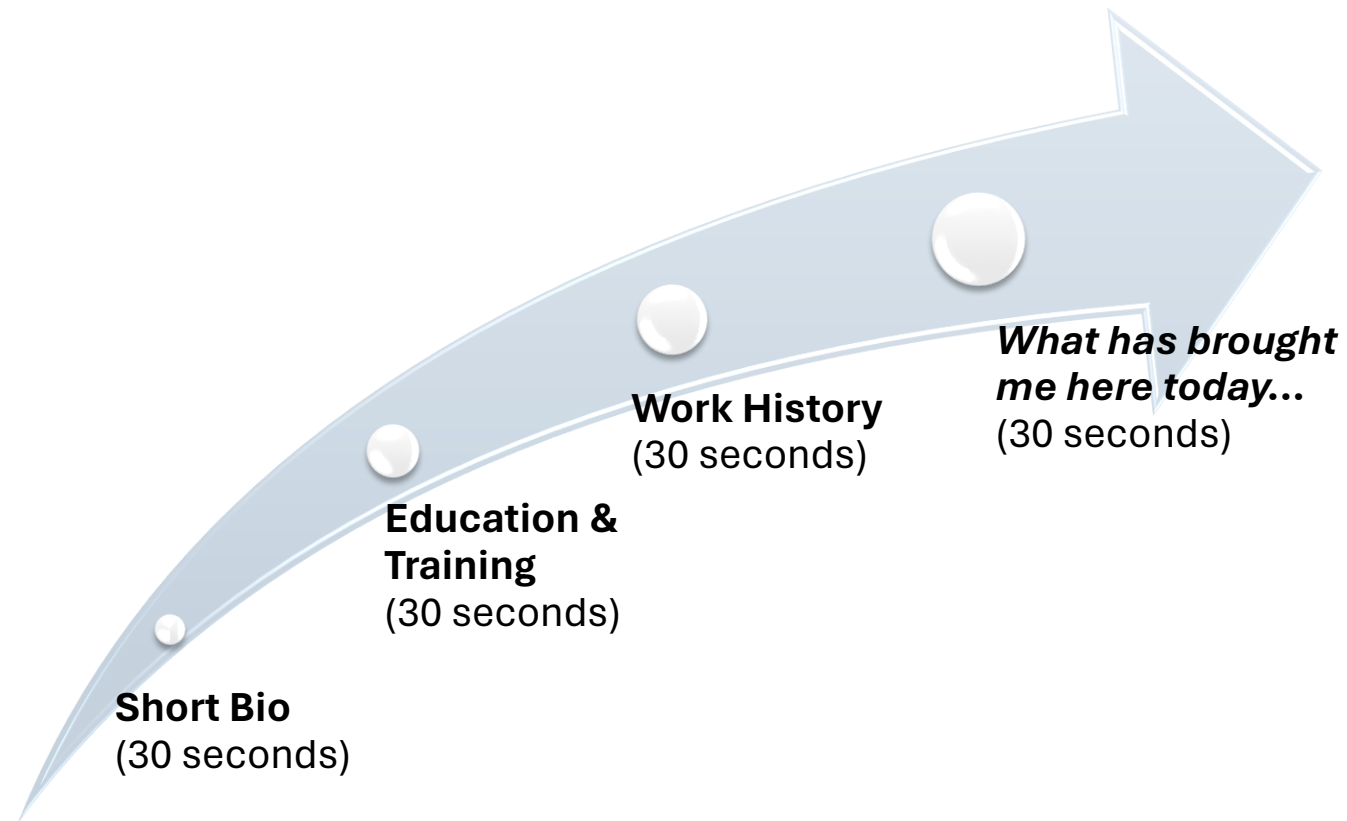
- ▶ Tell a friend about your experience at Career Services and encourage their participation.
- ▶ Donate to the closet in the future once you've landed that job or internship!
- ▶ Spread the word to other CWU Alum and your co-workers to donate! Our existence depends on continued donations.

Preparing - Research

- ▶ Research the school or district thoroughly
 - ▶ For CWU Education Fair – maybe 3-5 districts of high interest
 - ▶ In general, you will want to do this research with each application you put forward
- ▶ Understand their mission, values, demographics, educational approach

Common Interview Questions

Tell Me About Yourself



Tell Me About Yourself

▶ Present, past, future

- ▶ **Present** - Currently I am...(when you are graduating, major, minor, endorsements, strengths you have with an example of where you demonstrated it, skills, etc).
- ▶ **Past** - I worked as a _____ where I _____ OR I did my practicum at _____ where I _____.
- ▶ **Future** - I am excited about this opportunity because...

Why do you want to be a teacher?

- ▶ There is a reason you got into education – what is it?
- ▶ Focus not only on what you enjoy, but what your skillset brings to the table

Why us?

- ▶ Sometimes it's
 - ▶ Why this grade level?
 - ▶ Why this subject matter?
 - ▶ Why this district / school?

Why do you want to work for ____ school or district?

- ▶ All they want to know is that...
 - ▶ you did your research.
 - ▶ you will enjoy working there.

Weaknesses

- ▶ Often the most dreaded question in the process
 1. Be Honest – Genuine and authentic. Don't be calculated or superficial with this. Recognizing your own shortcomings is important.
 2. Show them how you've addressed / mitigated it. This is the biggest aspect – speak to a weakness you can address improving upon.
 3. Don't choose a weakness debilitating to the job duties.

- ▶ Carefully think about and consider this prior to interviews. **Prepare, prepare, prepare!**

Strengths / Weakness Questions

► What are your strengths and weaknesses?

Alternatives:

1. What is a weakness you have and how you manage it?
2. What are 3 weaknesses you have?
3. What is your greatest strength?
4. What are your top 3 strengths?
5. What areas of your abilities would you like to improve upon?

Strengths / Weakness Questions

- ▶ Keep strengths relevant to the job.
- ▶ If they don't ask you about strengths, it's still your job to get them into the interview.

Tell me about a time when...

- ▶ you worked with a difficult student.
- ▶ you dealt with a difficult parent.
- ▶ Behavioral / Situational Question = Story Time

S.T.A.R Technique

- ▶ **S = Situation** – Describe the situation, provide context
- ▶ **T = Task** – Describe the challenge and the expectations
- ▶ **A = Action** – Discuss the actions you took
- ▶ **R = Result** – Describe the outcomes from your actions (quantify when possible) and explain what you learned



Why should we hire you?

- ▶ Strengths could come into this answer if they didn't explicitly ask you about them.
- ▶ Refer to the job description if you've seen it.
- ▶ What is unique about you that could benefit the employer?

Educator Focused Questions

1. How do/would you use your planning period?
2. Walk us through how you typically plan a unit and/or lesson? What is that process for you?
3. How do/would you differentiate teaching in your classroom?
4. How would your current administrator/boss describe you?
5. What is your teaching philosophy?
6. How do/would you encourage engagement in your classroom?
7. How do you go about developing positive relationships with your students?
8. What do you feel is the most important part of English Language Arts (or whatever subject)?
9. How do/would you assess student learning?
10. How do you use data to support student success?

It's okay to...

- ▶ Ask them for a minute to think about a question.
- ▶ Ask them to repeat the question.
- ▶ Ask if you've answered all parts of the question.
- ▶ Ask for clarification on a question.

Have Questions for the Employer

- ▶ Don't ask about benefits, vacation, or pay, etc.
- ▶ Don't ask things that sound negative – be cognizant of phrasing of questions for them.
- ▶ Don't ask things that you can easily find on their website or in the job description.

Additional Tips

- ▶ Not how this job will benefit you - but how you will be able to help **THEM**
- ▶ Send follow up / thank you correspondence after the interview.

For more information, contact:

CWU Career Services

www.cwu.edu/career



Jessica Thomas, Career Counselor

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Use the QR code below to book an appointment:



**Workshop
Survey**

