

Interview Tips

- **Do your research.** Learn as much about the school as possible before the interview. Study the school's website, and learn about the person who will be interviewing you. Call us if you need additional information or insight. Be prepared to mention aspects of the school during your interview – this shows thoughtful interest to the interviewer.
- **Confirm your interview.** Confirm your interview and any pertinent details 2-3 days before a visit. Make sure you aren't taken by surprise by the expectation that you teach a lesson or make a presentation. Ask how much time to expect to be at the school – sometimes it can be a half or whole day. Be sure you have directions to and contact information for the school, and allow enough time to get there.
- **Dress to impress.** Always dress professionally. For teaching positions, business casual is usually appropriate. For administrative positions, slightly more formal attire is a safe bet. It is better to be over-dressed than under-dressed as it shows respect for the position and that you are taking the interview seriously.
- **Ask questions.** Sometimes the questions you ask are as important as your answers. By asking questions, you show the interviewer that you are interested in the school and position.
- **Don't be late.** Allow yourself enough time to arrive around 10 minutes before the scheduled interview. If possible, make a trial run to find out how long it takes to get from home to the interview site.
- **Answer the interviewer's questions honestly.** Wait until the question has been asked completely before answering, and be sure to listen with your full attention rather than beginning to formulate your answer. Answer concisely but completely, and try not to veer off into unrelated topics. It is fine to take a moment to compose your thoughts before answering, or to ask for clarification.
- **Be prepared.** CalWest has already sent your materials to the school so you do not need to bring your resume. Bring a notepad and pencil. If you have a teaching portfolio or photos of your classroom, bring them, but only share if appropriate. Don't force an interviewer to look through a thick portfolio.
- **Follow up.** Send a "thank you" note to the interviewer the same or next day after the interview takes place. It may be handwritten, email, or both.

Interview Busters

- References to your current or past employment should be positive or at least not derogatory. Never speak ill of a former employer or colleague. If you left a previous position due to personality disagreements, focus on the positives you are seeking in your next position rather than the negative reasons for which you left the position.
- Don't forget that you may have been Google'd before your interview. Make sure your internet identity is clean and professional.
- Do not ask questions about pay and benefits at your first interview.
- Never lie during an interview nor on your resume.
- Do not look at only one interviewer when there are two or more present.
- Don't talk about travel reimbursements during the interview unless the interviewer brings up the topic.
- Don't forget to use the restroom prior to the interview.