**Tips Before, During and After an Interview**

**Before an Interview**
- Prepare a professional resume that highlights your previous experience working with students.
- Select some representative pieces of writing, an appropriate lesson plan, or a small portfolio of your previous experiences working with students. Some districts require a portfolio for the interview.
- Become familiar with the area where you will have your interview. Consider buying a local paper and get precise directions to get to the school, or make a “dry run” before the interview.
- Make an appointment with the teacher. If the teacher is not available when you call, leave a number where the teacher can leave you a message, including a time when you will be available. Make sure the message on your answer phone is professional.

**Day of Interview**
- Dress professionally. Jacket and tie for males, suit or professional dress for females. Wear appropriate footwear, also.
- Allow yourself extra time and arrive at the school at least 15 minutes before the scheduled interview.
- Remember to bring your resume and representative pieces of work. Keep your work (and extra paper for note taking) in a professional folder.
- Be pleasant and professional to all school personnel you meet. The secretary may be asked for his or her impression of you after the interview.

**During the Interview**
- Answer questions in an honest, thoughtful manner.
- Stay poised and focused.
- Remember to use a good eye contact and . . .
- Smile.

**After the Interview**
- Return the confirmation of student teaching interview assignment form promptly.
- If you have been accepted in the placement, consider:
  - Writing the teacher a note thanking him or her for taking the time to interview you.
  - Continuing to maintain contact with the cooperating teacher on an appropriate basis during the semester break.

If you have not been accepted in the placement, contact the Office of Student Teaching to debrief about the interview.