



# Interview Workshop 2025

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# Disclaimer

This workshop has been created to help you prepare for upcoming interviews; however, it does not guarantee that you will be offered a position.

We will not be providing specific questions, rather we will provide you with the general themes of the questions as each administrator has the ability to ask whatever questions they want.

When deciding to apply for a position, please make sure that you **ARE QUALIFIED** for the position, and **ONLY** apply to those jobs!

# Staffing Process

- Staffing has already begun for the 2025/2026. Tentative dates are as follows:
  - System Postings just closed
  - PL-1, e-Learning Eol and S-2 Postings coming out on Monday, April 7, 2025
  - PL-2 and T-1 coming out Wednesday, April 23, 2025
  - PL-3, T-2 (Contract and ITT) and ALT-1 will be posted Wednesday, May 7, 2025
  - ALT-2, T-3 (OT/External) will be posted Wednesday, May 21, 2025
  - LTO-1 will be posted Monday, June 1, 2025; LTO-2 will be posted Monday, June 23, 2025
- If there is a position posted that you are interested in, ***and qualified for***, apply for it!
- Ensure that you let your administrators know what jobs you have applied for so that they can advocate on your behalf.

# Resume

- Up to 2 pages in length
- Include 2 current references related to teaching (current administrator/ SBPL/ Associate Teacher) and list them!
  - Make sure you discuss your application with your references beforehand as most administrators do contact them
- Focus on key outcomes, opportunities to demonstrate competencies, not detailed information about courses taught
- Include coaching, clubs & volunteer opportunities
- Include AQ Courses, Conferences, Professional Development

# Cover Letter

- No more than 1 page
- Personalized to the school/position
- Focus on key points that do not stand out in your resume
- Explain how you would contribute positively to the school community
- Research!
  - School Improvement Plans
  - School policies
  - Students served
  - Community

# Interview Format - Virtual

- Dress to impress
- Make sure your camera is working and on
- Clear your space - think about lighting, clutter, etc. It needs to be professional.
- Ensure there will be no distractions during the interview
- Test your technology at least 10 minutes before the interview
- Ask for the questions to be put into the chat so you can refer to them.

# Interview Format - In Person

- Dress to impress
- Arrive no less than 10 minutes before your scheduled time
- Shake hands at beginning and end of interview
- Make eye contact with interviewers, even if they are writing
- Minimize fidgeting
- Open body language

# Interview Format - Phone

- Rare for these to happen but some situations require it
- Be professional
- Minimize background noise
- Jot down key points of questions so you can refer back to them
- Thank the interviewers for their time

# Educational Philosophy - Activity

An Educational Philosophy is a set of ideas that we use to guide our teaching and help our students learn effectively. Essentially it is a teacher's personal beliefs about education that forms the basis of how they plan their lessons and choose their teaching methods.

Having an Educational Philosophy will help you throughout the staffing process as everything will connect back to it in an interview.

**Activity: What is your Educational Philosophy?**

# Preparing for an Interview

After you have decided to apply for a position, start preparing for the interview. You should be:

- Researching the school and the students that are served
- Researching the community
- What are the unique qualities of both that have you interested in working here?

# Entering the Interview

- Pretend that you are meeting for the first time & that the interviewers know nothing about you
- Be confident, not arrogant
- Take a few seconds to think about each question & formulate your response before you start speaking
- Think of all responses like a mini essay - state your thesis, provide evidence, restate thesis
- Think about the process of what you did & why you did it
- SOAR Approach
- Prepare a question to ask your interviewers based on your research
- Prepare your answers, do not memorize responses
- Bring notes, 1-2 page maximum - review them while you are waiting for your interview

# SOAR Approach to Answering Questions

As mentioned, you should think about your answers to interview questions as mini-essays with a thesis, supporting points and restate the thesis. One of the ways in which you can do this is to use the SOAR Approach:

- **Situation** - give a brief description of the situation
- **Obstacle** - identify the difficulty you were having
- **Action** - what action(s) did you take to address the situation
- **Result** - what was the outcome?

# Competencies to Highlight - Admin “Look fors”

Regardless of who is interviewing you, they want to see what makes you unique and what makes you a good candidate for the position. It is important to highlight the following competencies:

- Analytical Thinking
- Communication
- Conflict Resolution
- Critical Thinking
- Flexibility/Adaptability
- Initiative
- Interpersonal/Relationship Building
- Leadership
- Problem Solving
- Professionalism
- Teamwork

# Administrator “Look fors” & Buzz Words

These are references to specific education “buzz words” or concepts that you identify throughout the interview. Though you don’t need to necessarily identify the correct terminology, you should demonstrate an awareness and understanding of the following concepts and be able to explain them according to your practice:

- Universal Design for Learning (UDL)
- Triangulation of Data
- Growing Success
- High-Yield Instructional Strategies
- Building Community (classroom & beyond)
- School Culture
- Accommodation vs. Modification

# General Themes of Interview Questions

This list is deliberately vague, as administrators have the ability to customize their interview questions to suit their needs. That being said, you should be prepared to address any of these topics in any interview:

- Equity & Inclusion - DEI
- AI - use in classroom by students, plagiarism concerns, how do you use it professionally
- Assessment & Evaluation - UDL, Growing Success
- Building Community- classroom, school, and beyond
- High-yield Instructional Strategies - use with examples
- Accommodations for learners & ISSST - students in risk and at risk
- Addressing Inappropriate Language - racist, sexist, etc.
- Student Engagement
- Classroom Management - Norms, routines, relationship building, preventative strategies
- Unit Planning
- Student Discipline

# How to Respond

- Allow for processing time to prepare your response before speaking
- If you missed a part of the question, ask them to repeat the question so that you are confident in how you are answering the question
- Rephrase the question in your response if you are unsure
- Redirect yourself if you get sidetracked or off topic
- Plan your responses to be between 3-5 minutes in length
- Use the SOAR Approach and answer every question like an essay

# Concluding the Interview

In any interview, you will be given the opportunity to ask questions of the interviewers regarding the position to which you are applying. It is important to be prepared to ask a question to demonstrate your interest in the school. Some suggestions are:

- School Improvement Plan
- Sports
- Clubs
- Other unique aspects of the building to which you feel you could contribute

# After the Interview

Following your interview, you should send an email to the administrators:

- Thank them for their time
- Briefly re-state your interest in working at the school
- Anything else you didn't mention that would be important

**BE BRIEF** - A couple of paragraphs at the most. Administrators are very busy and you don't want to try to re-do the interview in an email.