The Job Interview

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Overview

-The search
-Networking and professional development
-The resume and cover letter
-The application
-The interview
-Other options
-Q & A
The Search

- **Websites:**
  - K12jobspot
  - Indeed
  - Career Builder
  - IACAC list-serve
  - NACAC list-serve

- **Different secondary and post-secondary options**
  - Career centers (TCD, FVCC, etc.)
  - Public and private schools
  - Admissions
  - Part-time opportunities
  - CBO’s (Schuler, Chicago Scholars, etc.)

- **How many applications?**
- **Reaching out to schools with & without openings**
Networking—so often leads to jobs!

- Professional Conferences (NACAC, IACAC, ISCA, etc.)
- Academy for College Admission Counseling
- Summer Institute
- ISAC FAFSA programs
- College luncheons and campus visits
- District Seminars
- CACCA
- Committee involvement
- Visit the professional development table to pick up your own directory of prof. dev. opportunities!
Resume and Cover Letter

● What really matters on the resume?
  o Highlight your internship experience
  o Other relevant job experience
  o Specific skills or experiences that stand out
  o Clean and easy to read!

● How should each cover letter be addressed?
  o Word choice is key - stay student-centered
  o Tailor one section of each cover letter to specific school/organization—show that you’ve done your research!
  o No more than one page
The Application

- Applitrack—mostly suburban high schools
- CPS website
- Essay questions
  - Tailor them to counselor experience, not teacher!
  - Keep a Google Doc of all essay answers to easily access
- Additional Information section
- Extracurricular section—pick a few
- Does resubmitting help you get noticed?
The Interview - *The Look*

- Dress pants/skirt/dress
- Blazer
- Appropriate top
- Neutral colors
- Tailored to fit
- Easy fragrance
- Easy makeup

- Tame hair
- Shoes you can walk in
- Simple accessories
- Smile :)
- Eye contact
- Comfort!
- Confidence
The Interview - *What to bring?*

- Extra resumes/cover letters
- Portfolio and/or e-portfolio
- Note paper/pens
  - School-specific notes
  - Questions to ask interviewers
  - Personal cheat sheet
- Sample letter of recommendation
- Bottle of water
- Thank you notes
The Interview - Getting Ready

- Know the school’s report card (ISBE website) and profile (school’s website) and reference
- Practice and rehearse your own selling points
- A “cheat sheet” of your own highlights
- Find out who will be in the room—can be difficult
- Write out your questions to ask prior
- After the interview, jot down questions you were asked to help prepare you for your next interview
The Interview - Formats

- Who might be interviewing you?
- Panel style—can be MANY people, be prepared!
- Group interviews with other candidates
- Round robin—rotate among several different groups
- One-on-one
- First, second, and third round usually different formats
The Interview - *Unique Experiences*

- Commercial for evening program
- Writing sample:
  - Letter of Recommendation
  - Research Paper
  - Email (Foreign Language)
- Saturday afternoon
- Interaction with students—during round robin or one-on-one
- Interesting questions—ex: What book(s) are you currently reading?
The Interview - Questions and Topics

● They might ask:
  o Achievement gap
  o Diverse populations (your experience with them and particular populations in their school)
  o Role in special education (504, IEP, etc.)
  o Why this district?
  o College counseling experience
  o Special projects
  o Leadership
  o The dreaded scenario questions

● To ask the interviewers:
  o Department structure
  o How do schools within the district work together?
  o Where is the department looking to grow?
  o How do teachers and counselors collaborate in your building?
  o What is the parent involvement like?

Buzz Words:
  ▶ Collaboration/team player
  ▶ Data
  ▶ ASCA Model/RAMP Certification
  ▶ RTI (Response to Intervention)
  ▶ Student-centered
  ▶ College/career
  ▶ Social/emotional
What if Plan A doesn’t work out?

- Maternity leave openings
- College admission positions—constant turnover!
- Community-based organizations or non-profits working with students
- College resource assistant
- CBO organizations
- Volunteer in high school resource center
- Financial aid (ISAC, etc.)
- Substitute teacher
- Paraprofessional
Questions?

- The search
- Networking
- The resume and cover letter
- The application
- The interview
- Other options
- Anything we missed!