

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?
 - Highlight your internship experience
 - Other relevant job experience
 - Specific skills or experiences that stand out
 - Clean and easy to read!
- How should each cover letter be addressed?
 - Word choice is key - stay student-centered
 - Tailor one section of each cover letter to specific school/organization— show that you've done your research!
 - 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:
 - Achievement gap
 - Diverse populations (your experience with them and particular populations in their school)
 - Role in special education (504, IEP, etc.)
 - Why this district?
 - College counseling experience
 - Special projects
 - Leadership
 - The dreaded scenario questions
- To ask the interviewers:
 - Department structure
 - How do schools within the district work together?
 - Where is the department looking to grow?
 - How do teachers and counselors collaborate in your building?
 - 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!