

THE INTERVIEW

BEFORE APPLYING

1. Study the advertisement carefully. The school is looking for specific skills.
2. Be sure to understand how to go about applying. Should you email, call or arrive at a location on a specific day?
3. Get on top of email etiquette
4. Have a relevant and polite subject line
5. You must have an email body
6. Include a greeting and a signature
7. Write your cover letter carefully
8. NEVER EVER WhatsApp!
9. Stick to business hours



DO's BEFORE AN INTERVIEW

1. Speak to someone who recently had an interview
2. Find out the address of the interview – do a 'dummy' run
3. Get your outfit ready the night before
4. Find out about the school to which you are applying
5. Find out what type of interview it is so that you can prepare
6. Dress professionally – err on the side of conservatism
7. Arrive early
8. If you are going to be late (e.g. accident), phone the school
9. No smoking before the interview – don't arrive smelling like a smoke
10. Turn off your cell phone
11. Be organised by having a printed copy of your CV and cover letter ready. If you're not asked for it offer it
12. Do not eat and drink while waiting
13. Do not chat on your cell phone while waiting

DO's DURING AN INTERVIEW

1. Do not sit down until your interviewer(s) offers you a chair
2. Greet interviewers by title and name when introduced to them
3. Make eye contact with the members of the interview panel
4. Do not chew gum or breath mints during your interview
5. Remember body language and posture
6. Avoid fidgeting, using overly expressive body gestures, biting your lips, crossing your arms, shrugging your shoulders or yawning in front of the interviewer
7. Answer questions truthfully
8. Emphasise your career achievements
9. Show what you can do for the school
10. Avoid controversial topics
11. Avoid slang, poor language and 'pause' words
12. Show enthusiasm about the prospect of getting the post
13. Take time answering questions – make sure you understand the question

14. Ask questions and admit when you don't know
15. Be a good listener. Try to present this ability in your interview
16. Give examples of skills you've used, initiative taken
17. Be positive about yourself and your experience
18. Keep your answers relevant to the questions

CLOSE WITH STYLE

- During the conclusion of the interview, you usually have the opportunity to ask or discuss anything else that you have on your mind.
- Use this opportunity to emphasise your key attributes, skills and successes and also demonstrate your knowledge about and interest in the school and how you can contribute to their success.

