

## **Differences**

*Because each interviewer is different, there are many types of interviews. Some interviewers are skilled at interviewing; others are not. Some are talkative; others let you do most of the talking. Most interviews, however, will range from open-ended, in which the interviewer asks questions and lets you do most of the talking, to the highly structured, in which the interviewer asks many specific questions following a planned format. Many interviews will fall between these extremes; you should be prepared for any style. The following are four basic stages that can occur in a typical interview:*

### **Typical stages of the interview**

#### **1. Introductory stage**

*The interviewer will establish rapport and create a relaxed, though businesslike, atmosphere. This is where the interviewer gets the very important first impression of you.*

#### **2. Review of your background and interests**

*This usually takes the form of "what," "why," "where," and "when" types of questions. Focus on what you are like, and what you have accomplished, your academic, extra- and co-curricular background, and your goals. One of the interviewer's objectives is to see if your evidence matches your declared long-term goals. Give concise but thorough responses to questions.*

#### **3. Evaluation begins**

*The interviewer will launch into the 9 interview questions. Present your evidence using your portfolio and your display. Provide proof that you have made every effort to live up to your mission, philosophy, and values and you have thoroughly reflected on your learning journey at St. Mary School. (For the mock interview, this is when you will present your mission, philosophy, values, answer to question #8 and the question of your choice.)*

#### **4. Conclusion**

*In this stage, the interviewer should be able to give you a quick assessment on the material you have presented and how well you have conducted the interview. Be sure you understand them. Promptly provide any additional information requested. There should be ample opportunity for you at this point to ask any questions you have.*

## ***Interview DO's***

- *Do dress appropriately with the correct full uniform attire. Your personal grooming and cleanliness should be impeccable.*
- *Do get your "area" prepared and set up before the interview begins*
- *Do be prepared to 10 minutes prior to the interview start time.*
- *Do treat other people you encounter with courtesy and respect. Their opinions of you might be solicited during the evaluation process*
- *Do offer a firm handshake, make eye contact, and have a friendly expression when you are greeted by your interviewer.*
- *Do listen to be sure you understand your interviewer's name and the correct pronunciation.*
- *Even when your interviewer gives you a first and last name, address your interviewer by title (Ms., Mr., Dr.) and last name, until invited to do otherwise.*
- *Do maintain good eye contact during the interview.*
- *Do stand still; avoid fidgeting and maintain good posture.*
- *Do respond to questions and back up your statements about yourself with specific examples whenever possible.*
- *Do ask for clarification if you don't understand a question.*
- *Do be thorough in your responses, while being concise in your wording.*
- *Do be honest and be yourself. Dishonesty gets discovered very easily. You want to make a good impression.*
- *Do treat the interview seriously and as though you are truly interested in the opportunity presented.*
- *Do exhibit a positive attitude. The interviewer is evaluating you as successful learner and potential productive member of the work force. Behave like someone you would want to work with.*
- *Do have intelligent questions prepared to ask the interviewer if the opportunity presents itself.*
- *Do conduct yourself cordially and respectfully.*
- *Do expect to be treated appropriately.*
- *When the interviewer concludes the interview, do offer a firm handshake and make eye contact. Wait for them to depart before leaving your "station."*
- *After the interview, make notes right away so you don't forget critical details.*
- *Do write a thank-you letter to your interviewer promptly. (We will provide you with the address.)*

## ***Interview DON'Ts***

- *Don't make excuses. Take responsibility for your decisions and your actions.*
- *Don't make negative comments about the SLP project, the school, teachers, parents, or other students.*
- *Don't falsify interview materials and evidence or answers to interview questions.*
- *Don't treat the interview casually, as if you don't care or you're simply using the interview for practice. This is an insult to the interviewer and to the school.*
- *Don't give the impression that you are only doing this to get a grade. Do give the impression that you care about learning.*
- *Don't make the interviewer guess what your answer to the interview questions should be; it is not the interviewer's job to give you advice on how to become a successful learner. Show that you have tried to evaluate this process yourself.*
- *Don't be unprepared for the interview questions you were provided with. You will be asked all of them in the interview and being unprepared looks foolish.*
- *This process is hard work and involves frustration; don't exhibit frustration or a negative attitude in an interview.*
- *Don't go to extremes with your posture; don't slouch or lean on the table or anything else, and don't stand too stiffly.*
- *Don't assume that a female interviewer is "Mrs." or "Miss." Address her as "Ms." unless told otherwise. Her marital status is irrelevant to the purpose of the interview.*
- *Don't chew gum or smell like something offensive.*