

## How to Do Well in a Job Interview

The first **TWO minutes** are the key in doing well in an interview to get the job you seek. Some compare a job interview to a story telling opportunity.

Here are some guiding principles:

1. **Prepare and Plan.** Invest time to work out every detail, tweak it to make improvements for each subsequent interview. (e.g. check out the web site of the school, read past issues of the school newsletter, write out answers to the anticipated interview questions. The writing process assists you in recalling answers at the actual interview.)
2. **Keep your language simple.** Bring context into everything that you do. Make sure you don't lose your audience. There needs to be a clear beginning, middle and end to your story, otherwise, it can all unravel in an instant. Put yourself in your audience's shoes.
3. **Rehearse, rehearse, and rehearse.** Before an interview, you need to get your career story down in a script format. If you can, get all the facts down into a compelling story. Get into a voice that you are comfortable with and practice so you do not sound like you're reciting a script. Practice doesn't really make perfect, but it does make for the smoothest possible presentation.
4. **Show and tell, include a number of visual aids to tell the story.** In an interview, there are many items you can use to help tell your story like e-mails and letters from staff and peers, awards, reports, performance reviews, attendance reports, etc. Create a portfolio that incorporates the most pertinent information. Use different types of technology if you wish, but make sure it works.
5. **Be "real".** Tell your story in a real and authentic way. Show your sincerity, passion and enthusiasm.