Preparing For The Job Interview

Hamilton-Wentworth Catholic District School Board
Believing, Achieving, Serving
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Preparing Your Application

- Include all documentation as requested
- Include a brief cover letter outlining your interest in the position and your specific achievements
- Include a résumé that is no more than two pages in length
- Include relevant information to support your interest in the position
Cover Letter Preparation

- Declare your interest
- Outline the match between skills required and your skills in anecdotal terms
- Ensure that all salutations, names and specific requirements are correct in both form and spelling
- Be brief – no more than one page
Résumé Preparation

- The style, format and design of your résumé is up to you
- Your résumé should reflect the professional nature of the teaching profession
- Provide the information as requested
Interview Preparation

- The interview is an opportunity to present yourself as a dedicated, professional, Catholic educator and convince the panel that you would be an excellent Catholic teacher.

- Be ready to provide concrete evidence that you are the best candidate for the position.

- You are invited to bring any additional information (e.g. portfolio) to the interview.
Interview Preparation

- Assess position requirements
- Assess your personal skills and strengths as they apply to the position
- Anticipate typical interview questions
- PRACTICE
- PRACTICE
- PRACTICE
Checklist for a Positive Interview

- Address the interview team professionally
- SMILE
- Make eye contact
- Give a firm handshake
- Feel free to ask questions
- Be formal
- Share insights and experiences
Checklist for a Positive Interview

- When referring to previous employers, co-workers, supervisors or other contacts, always speak positively.
- Always provide accurate information.
- Remember: an interview is not a forum for argument and debate.
Checklist for a Positive Interview

- Provide complete answers incorporating relevant examples of skills and experiences
- Remain as calm as you can
- Be confident
- Trust in yourself
Putting it All Together

- Role play and practice
- Anticipate questions. Questions will be posed to you in the following categories:
  - Catholic Education
  - Commitment to Pupils and Learning
  - Professional Knowledge
  - Professional Practice
- Provide evidence and give concrete examples of your skills
Putting it All Together

- Speak to and provide answers to the questions
- Prepare one or two questions to ask the interview team
- Be prepared to add any important information about your skills and experiences, as they relate to the position, that you were not able to incorporate into the questions asked
The prime responsibility for creating a unique Christian school climate rests with the teachers, as individuals and as a community. The religious dimension of the school climate is expressed through the celebration of Christian values in Word and Sacrament, in individual behavior, in friendly and harmonious interpersonal relationships, and in a ready availability. Through this daily witness, the students will come to appreciate the uniqueness of the environment to which their youth has been entrusted. If it is not present, then there is little left which can make the school Catholic.

The Hamilton-Wentworth Catholic District School Board wishes you all the best as you embark on your journey in Catholic education.