



eBook

Success in the Interview

*A Practical Resource for
Beginning and Experienced Teachers*

2021



Note: This is the second of three eBooks in the “Get Hired Series”

For the sole use of the webinar participant and eBook recipient

Section 1: Introduction

Introduction

The purpose of this *eBook* is to provide assistance to new teachers seeking a position in a school and to help more experienced teachers moving to another school or district to navigate the most common process for staff selection - the dreaded interview! More specifically, it deals with in-interview strategies for interviewees and makes some suggestions for post-interview follow-up.

This is the second *eBook* in a series of three. For those who have taken the first webinar and received the first *eBook* “*Preparing for the Interview*” you will no doubt find some repetition in the first few sections as we cover that material for the first time for others who did not take the first session.

How this eBook is Organized

This *eBook* includes the following sections:

[Section 2: General Notes on the Implications of On-Line Interviews for Interview Strategies and Behaviours](#)

- Maintaining the Same Standards in Language, Punctuality, Timing, Appearance and Dress
- Managing the Technology

[Section 3: Setting the Stage](#)

- Introduction and Greetings
- The 80/20 Rule
- Active Listening and the Behaviours Associated with It
- The Delicate Balance of Confidence and Deference

[Section 4: What to Expect by Way of Questions \(Style and Content\)](#)

- Behaviour Descriptive Questions
- Standard Questions
- Questions on Issues of the Moment

[Section 5: The Necessity of Timing](#)

- Preparation Timing
- Response Timing

How this eBook is Organized Continued

[Section 6: Decoding the Questions and Encoding Your Answers](#)

- Review All Questions First
- Start Your Planning with the Most Difficult - Maybe!
- The “Hidden” or Less Obvious Problem(s)
- Using the Bendel Problem Solving Model
- The Key Opening Statement

[Section 7: Applying the Bendel Problem Solving Model](#)

[Section 8: The Advantages and Disadvantages of Using a Portfolio as Part of the Interview](#)

[Section 9: Concluding the Interview and the Follow-Up](#)

- Responding to “Do You Have any Questions of Us?”
- Making a “Power” Statement and Saying Good Bye
- Post-Interview Suggestions

[Appendix A: Interview Checklist - Success in the Interview](#)

[Appendix B: Self-Assessment - Post Interview](#)

[Appendix C: Bendel Services Offerings](#)

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We post a blog every Friday on our website:

***The Teachers’ Corner
The Principals’ Corner
The Superintendents’ Corner***