

Prep to Teach



Interviewing and
more!



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How to find a job?...



Tell me what you know about finding a job...

- How?
 - Where?
 - When?
- 



Steps to finding a job



1. Research jobs available
 2. Find a job you want to apply for
 3. Start the application process
 4. Create and Write a cover letter and resume
 5. Finish application process
 6. Wait.... Wait.... and Wait some more...
 7. Have a screening interview
 8. Have an in person interview
 9. Receive a job offer
 10. Accept job and start it!
- 

Step 1: Research jobs available



- Websites
 - Handshake
 - Career Shift
 - NCDPI
 - nc.teachermatch.org
 - County Websites
 - LinkedIn
 - Website searches
 - Word of Mouth
 - Professors
 - Professional Association Blogs/ Websites/ Facebook groups
- 

Staying in state?
Going to a new state?
How does your license transfer?



Step 2: Find a job you want to apply for


Look at what details you like about it and know what your negotiables are

Step 3: Start the application process



Step 4: Create and Write a cover letter and resume



- What is the difference in a cover letter and a resume?
 - What should go in each?
- 

Step 5: Application Process




- Ensure you take time to fill them out completely and accurately
- Don't submit at midnight....
- Have someone proofread your materials
- Don't wait until the last minute



Step 6: Wait.... Wait.... and Wait some more....



- What to do while you wait-
 - Apply for more jobs
 - Research the organizations/ companies and learn all you can about them
 - NCDPI website- Districts & Schools and Data & Reports
 - See what programs the employer offers to clients
 - See who works at the organization/ company
 - Practice your interview questions and skills
 - Obtain / Gather interview outfit
 - Practice Power Greeting
- 



Step 7: Have a screening Interview

Step 8: Have an in-person interview



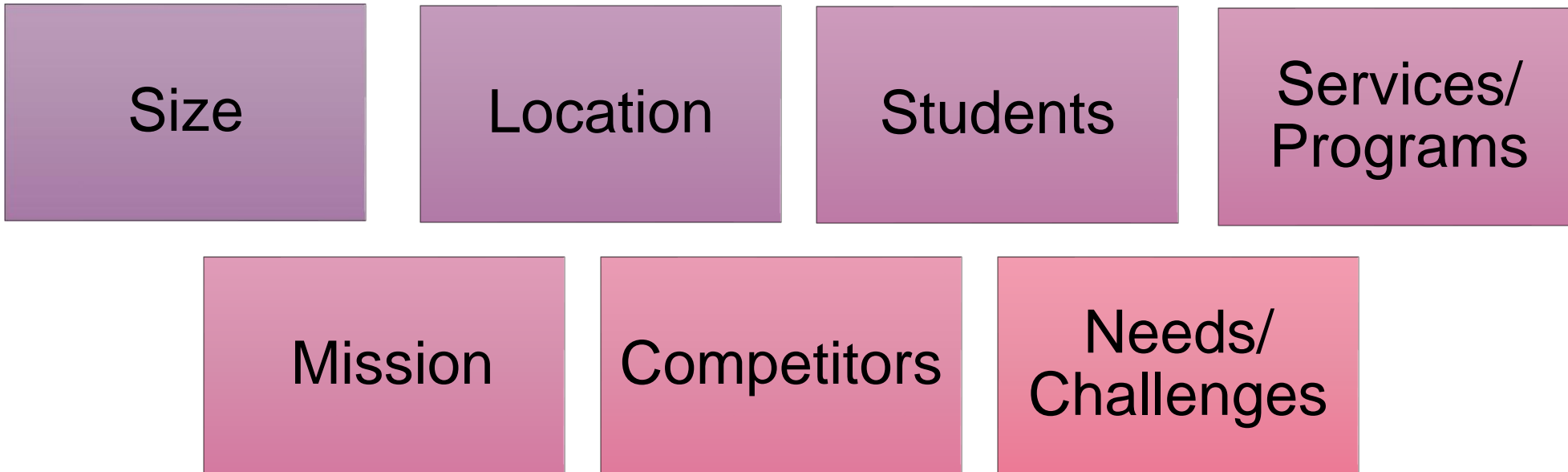
Interviewing



Research



Research



NC School Report Cards





NORTH CAROLINA SCHOOL REPORT CARDS

[Contact Us](#)

School Profile

[School Information](#)

[School Size](#)

[Average Class Size](#)

[School Snapshots](#)

School Performance

[School Performance Grade](#)

[Grade 3-8 Assessments](#)

[End-of-Course Tests](#)

[The ACT](#)

[ACT Workkeys](#)

[Passing NC Math 3](#)

[Cohort Graduation Rate](#)

[Read to Achieve](#)

[Participation Targets](#)

School Indicators

[SAT](#)

[AP Exams](#)

[IB Exams](#)

[Specialized Course Enrollment](#)

[College Enrollment](#)

School Environment

[Attendance](#)

[Digital Learning Devices](#)

[Safety](#)

[1:1 Access](#)

[Library Media](#)

School Personnel

[Classroom Teachers](#)

[Licenses](#)

[Teachers with Advanced Degrees](#)

[National Board Certified](#)

[Teacher Experience](#)

[Teacher Turnover](#)

[Teacher and Administrator Effectiveness](#)

[Teacher Working Conditions](#)

*By default, most indicators will display the top 5 performing schools within the state for the selected indicator. If a district is selected from the drop-down in the upper right, the report will display the top 5 performing schools within the selected district for the selected indicator. Once school selections are made, those selections will replace the initial schools displayed.

Interview Questions



Job Questions


Skills Questions

General
Questions



Prepare



- Know your WHY
 - Why work for them?
 - Why this school?
 - Why this population?
 - Why this grade level?
 - Know what you bring to the table
 - Examples of Experiences
 - What skills/ certifications might help you?
 - What makes you different from other candidates?
- 

Job description- Questions

Essential functions of the job may include but are not limited to the following:

- Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning.
- Develops schemes of work, lesson plans and tests that are in accordance with established procedures.
- Instruct and monitor students in the use of learning materials and equipment.
- Use relevant technology to support and differentiate instruction.
- Manage student behavior in the classroom by establishing and enforcing rules and procedures.
- Maintain discipline in accordance with the rules and disciplinary systems of the school.
- Provide appropriate feedback on work.
- Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
- Maintain accurate and complete records of students' progress and development.
- Update all necessary records accurately and completely as required by laws, district policies and school regulations.
- Prepare required reports on students and activities.
- Participate in department, school, district and parent meetings.
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
- Establish and communicate clear objectives for all learning activities.
- Prepare classroom for class activities.
- Provide a variety of learning materials and resources for use in educational activities.
- Observe and evaluate student's performance and development.
- Assign and grade class work, homework, tests and assignments.


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Possible Questions



1. Why Do You Want to Be a Teacher/Work With Children?
 2. What's Your Teaching Style or Philosophy?/What Adjectives Would You Use to Describe Your Presence in the Classroom?
 3. How Would You Handle a Difficult Student?
 4. How Do You Motivate Students?
 5. How Do You Like to Communicate/Build Relationships With Parents?
 6. How do you use technology in your teaching?
 7. Tell Me About a Time When You Worked With a Team to Solve a Problem.
 8. Tell Me About a Time When You Helped Someone Become More Successful.
 9. Tell Me About a Time When You Accomplished Something Satisfying/Overcame a Difficult Challenge.
 10. Tell Me About a Time When You Influenced Another Person to Your Satisfaction.
 11. Tell Me About a Time When a Situation Changed at Work and How You Dealt With It.
 12. Tell Me About a Time When Someone Gave You Feedback and How You Handled That.
 13. Tell us how you work with people to create or foster diversity in the workplace.
 14. Walk Me Through a Typical Lesson.
 15. What Questions Do You Have for Me?
- 

Skills Questions



1. Ability to work in a team structure
 2. Ability to make decisions and solve problems
 3. Ability to communicate verbally with people inside and outside an organization
 4. Ability to plan, organize and prioritize work
 5. Ability to obtain and process information
 6. Ability to analyze quantitative data
 7. Technical knowledge related to the job
 8. Proficiency with computer software programs
 9. Ability to create and/or edit written reports
 10. Ability to sell and influence others
- 

General Screening Questions



Tell me about yourself.

What do you know about our company/organization?

How have your experiences prepared you for this position?

What are your greatest strengths and weaknesses?


Why are you the best person for the job?

What are your goals?

What are your salary expectations?

Tell me about a time you had to deal with a difficult customer.

What questions do you have for me?




STAR model



Receive a Job Offer



- Consider the offer
 - Location
 - Pay
 - Position
 - Details of the Job
 - Do you have to relocate someone else?
- 

Accept the job and start it!



-
- Don't wait too long to accept it
 - Be professional when you accept it and FOLLOW INSTRUCTIONS
 - This is your first impression you get to make after the interview



Job Fair



**EDUCATION
JOB FAIR**

**MARCH 30, 2022 • 9:30 A.M. – NOON
GREENVILLE CONVENTION CENTER**

Professional business attire is required | For more information visit: career.ecu.edu

View employers attending on  handshake

 **ECU** CAREER SERVICES

ADA Accommodation: 252-737-1018 • ada-coordinator@ecu.edu

MEET YOUR CAREER ADVISOR

Career Advising Areas:

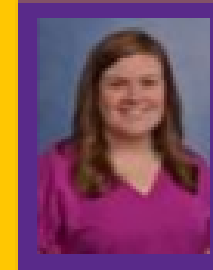
College of Health & Human Performance (Rivers Based Programs)
College of Education

Sign up for an appointment by

using  Scan →
or Visit 

<https://ecu.joinhandshake.com/login>

Meredith Oakley



Office Location:
Rivers 143

E-mail:
OAKLEYME19@ECU.EDU

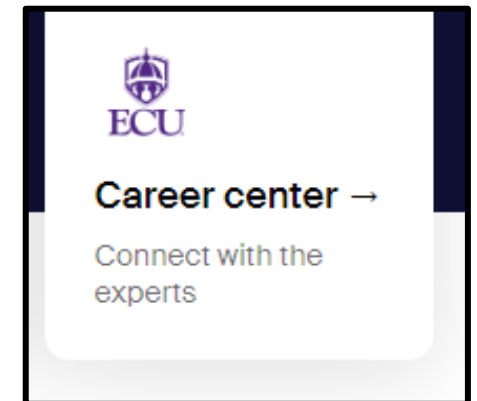
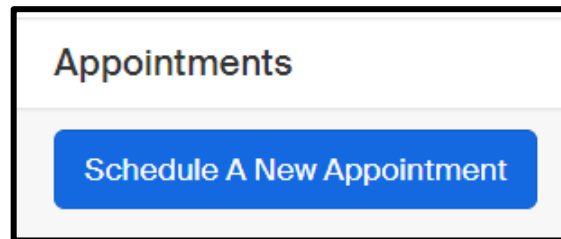
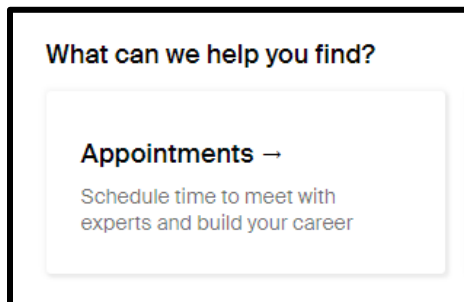
How to contact me:

E-Mail: oakleyme19@ecu.edu

SCHEDULE ON HANDSHAKE

How to schedule an appointment

- Step 1: Visit <https://ecu.joinhandshake.com/> and log in/ sign up for account
- Step 2: Find “Career Center” at the top from the options on the website (far right)
- Step 3 & 4: Click on Appointments and Click on Schedule A New Appointment



- Step 5: Select what you would like to meet about/ Select Virtual Resume Review
- Step 6:
 - Choose an appointment based off a specific staff member and see what times I have available
 - **OR** Choose an appointment with any counselor based off what times they have available that work with your schedule