

### **APPLICATION PROCESS**

**Applications:** Teachers-teachers.com is the recommended online resource supported by the State Department of Education and the Utah Association for Employment in Education. All school districts have a basic application that can be filled out on this site. In addition, each district may have separate application items you must complete.

School district web sites also list job openings as well as salary and benefits information. Larger districts may not advertise openings. Therefore, you must become a part of their applicant pool to be considered. There are additional resources for locating schools and teaching positions on [www.usu.edu/career/students/education](http://www.usu.edu/career/students/education).

Fill out the **registration** card at Career Services. This card is used to refer you to employers looking for potential teachers. This happens on a daily basis in the summer and can be very helpful to you in your job search.

**Teacher Files:** The file consists of a cover letter, resume, transcripts, evaluations, and letters of recommendation. All applicants must ensure that each school district to which he/she is applying receives a copy of the teacher file. Keep files up to date by replacing dated materials with newer materials as your career progresses.

**Interviews:** A screening interview is scheduled through the school district human resources or personnel office. Most larger districts won't consider your application complete without the screening interview. Those that pass the screening will be asked to interview with principals for specific openings.

### **UTAH STATEWIDE TEACHING FAIR**

Mark your calendars for the statewide teacher fair held Thursday, March 20, 2008 at the University of Utah, Union Building Ballroom from 8am - 4pm. Students can pre-register for the event March 7-19 for \$5 in the USU Career Services Office. Those registering the day of the event will pay \$10. When you register you'll receive a packet of information that will tell you everything you need to know about the fair, including who will attend and teaching positions they are looking for. Candidates should bring 10 copies of their file to the fair. Give the files to those districts you interview with.

### **ON CAMPUS INTERVIEWS**

To find out who is interviewing on campus and when; check [www.usu.edu/career](http://www.usu.edu/career) and click on *CareerAggie*. Log onto *CareerAggie* with your username (e-mail address) and password (6-digit birth date). Then click on Interview Schedules. Most interviews take place at Career Services in December and February –April.

To sign up for an interview, call 797-7777 or sign up on-line. Come dressed to impress, and bring an application and a copy of your file to the interview with you.

### **LICENSING OR CERTIFICATION**

It is your responsibility to apply for your state license. This is done through the license office just south of the Dean's Office in the College of Education, or through the Utah State Office of Education webpage at [www.usoe.k12.ut.us](http://www.usoe.k12.ut.us). Even if you plan to teach in another state, it is best to get your Utah license first. Most states have additional requirements. If you have your Utah license, they will give you a very reasonable time period to finish these additional requirements, letting you teach and earn money while you're working on getting fully licensed in that state.

It is not necessary to be licensed in other states when you're applying for a teaching position in that state. When you get a job offer in another state, work with the person who hired you to start the licensing process for their state. You will need to get licensed, even if it is temporary or provisional, as soon as possible in that state after you accept a position there.

### **KEEP CAREER SERVICES AWARE OF YOUR STATUS**

Career Services is very interested in your status and keeps records on USU graduates. Referrals are continually given to employers so up-to-date information is needed. Tell Career Services when you take a job; if you decide to go to graduate school full time; if you're not seeking employment; or if your telephone, address or e-mail address changes.

Phone: 435-797-7777 or e-mail: [kim.latu@usu.edu](mailto:kim.latu@usu.edu).

#### **WHAT ARE THE MOST COMMON ERRORS SEEN ON JOB APPLICATIONS?**

- #1 Spelling and grammatical errors.
- #2 Incomplete applications.
- #3 Not following directions.
- #4 Illegible handwriting.
- #5 Sharing inappropriate personal information.

The following questions are representative of those you are likely to encounter in your interview. Use these to practice and you will be prepared to communicate your teaching skills.

## **GETTING TO KNOW YOU**

- Why did you choose teaching as a career?
- Who most influenced your decision to become a teacher?
- Describe a personal experience which had an impact on your teaching.
- What passions do you bring to teaching?
- What books are you reading now for both professional growth and pleasure?
- What are your interests outside of teaching?

## **INTERPERSONAL SKILLS**

- Describe a positive impact you had on a student.
- How important is it for you to be well liked by your students?
- What are the best ways to establish rapport with students?
- How would you develop a good working relationship with your colleagues?
- Describe your ideal team. What qualities would you bring to it?
- What five adjectives would students use to describe you?
- How would you like to be remembered by your students?
- How do you facilitate collaboration between home and school?
- When confronted by a parent on an issue, how do you best respond?

## **CLASSROOM MANAGEMENT/ORGANIZATION**

- What classroom management style have you found most effective?
- What would be your classroom rules?
- How would you develop student independence and self-discipline in your classroom?
- How would you handle a student who continually disturbed your class?
- Describe the toughest discipline situation you encountered and how you handled it.
- If you are having classroom management difficulties, when and who would you ask for help?

## **SELF-ANALYSIS/OTHER**

- Discuss a challenge you encountered during student teaching. What did you learn from it?
- How do you evaluate your effectiveness as a teacher?
- During your student teaching experience, what did you find most challenging?
- If I contacted your cooperating teacher and university supervisor, what would they say were your strengths? Areas for improvement?
- Where do you see yourself in five years?

## **ASSESSMENT**

- How do you assess whether your curriculum is appropriately matched to your students' needs?
- How do you assess whether your students are learning?
- How does standardized testing affect your teaching?

## **INSTRUCTION**

- What are the most important aspects of a teacher's job description?
- What skills does an outstanding teacher need?
- Describe your ideal classroom.
- What teaching methods do you find most effective?
- What are the components of an effective lesson plan?
- Describe a lesson which was particularly successful by walking me through each stage from planning through delivery.
- How do you plan a unit of study from start to finish?
- How do you know when students are engaged?
- How do you deal with unmotivated students?
- How would you differentiate your instruction to accommodate the varied needs of students (English language learners, racial diversity, gifted, special education, at risk, and slow learners)?
- Should a teacher have the same expectations for every student?
- How did you use technology during your student teaching?

## **QUESTIONS TO ASK IN AN INTERVIEW**

**An interview is meant to be a two-way street. You too should be asking questions to determine if the position and school district is right for you.**

- Do you encourage teachers to earn graduate degrees?
- What types of school activities promote parent-teacher-student interaction?
- How do teachers participate in curriculum review and change?
- What types of staff development programs and conferences have the teachers attended in the last year?
- How does the teaching staff feel about new teachers?
- How do parents support the schools?
- Do your schools use teacher aides or parent volunteers?
- How do staff members work collaboratively to solve problems and respond to the needs of students?
- Does the district encourage field trips for students?
- How are teachers assigned to extracurricular activities?
- What do your teachers do during the summer?
- How is the district incorporating the Internet into instruction?