PET 489
STUDENT TEACHING SEMINAR
Mock Interview Guidelines

You will have the opportunity to apply for, schedule and complete a formal job interview as part of the requirements for PET 489. This process will include completing an application and cover letter, submitting the necessary supporting documentation (copy of your transcript, resume, list of references), scheduling an interview time, bringing any relevant materials to the interview, completing the interview and then reflecting on the experience.

Individuals unknown to you will serve as the school officials with whom you will interview. Since the interviewers do not know you or anything about you this very real-world process will model an actual job interview. For this reason, you will need to dress accordingly and behave in a manner congruent with your position.

The packet (see syllabus for due date) should include:
- Cover letter
- Completed application
- All supporting documentation required for that school district (resume, transcripts, list of references)

Things to consider for the paperwork and the actual interview:
Is my completed packet an accurate representation of me?
Is this information an accurate representation of my professional skills?
Did I spell-check all my documents?
Did I complete the entire application?
Are all the requested documents included in the packet?
Did I obtain approval from potential references familiar with my teaching and personal character?
Have I selected an outfit that represents my level of professionalism?
Do I know the names of the people with whom I am interviewing?
Do I know where the interview is? What time and day it is scheduled for?
Have I called or emailed to confirm the day, time and place one week before the interview?
Do I have my video tape for the reflection portion of this assignment?