What to Take to the Interview
- Nice notepad in leather folder
- Good pen
- Any completed application materials
- Teaching portfolio
- Portfolio
- Performance pieces (audio, video, live performance)
- Your own business cards
- Breath mints
- Extra money for parking garage or public transportation

Body Language – Tips for Projecting a Positive Image
- When entering the room, give the appearance of high energy and self-confidence. Walk briskly and SMILE
- Shake hands firmly but do not crush bones
- Maintain eye contact throughout the interview
- Sit up straight
- Demonstrate that you are listening intently to the interviewer – occasionally nod your head
- Do not let your hands or fingers fidget (with themselves or other objects such as a pen, paper, or your hair)
- Avoid folding your arms across your chest

Stages of the Interview
- Introduction – Interviewer will attempt to establish a rapport with you – 1st impression very important
- Review – Background (education and experience), interests, abilities, career goals, traditional or behavioral questions
- Discussion – Potential opportunities and how you can possibly fit (present & future)
- Conclusion – Points can be clarified by both parties and questions asked and answered by each – Interviewer may explain procedural matters and discuss how and when further contact will be made