

Follow-up questions applicants may ask after an interview

(Ask 2-3 questions)

General Questions

- What opportunities for professional growth development does your School system offer?
- What processes are in place to support and promote success for the new teacher?
- How can I assist the school outside of what is expected of me in the classroom?
- How will I be evaluated or assessed?
- What professional qualities for teachers are important to the administration?

Specific Job Information

- How did this vacancy occur?
- What's the average class size?

Mission and Goals of the School/District

- What does the school hope to accomplish over the next three to five years and how would I fit into that plan?
- What are your school's major goals?
- What are the school district's/school's greatest challenges it is currently facing?

Community Support/Parents

- What after school activities are available?
- How are parents involved in the school program?
- What community resources would be available for incorporation in the classroom?

Process

- Is there any other information I can provide?
- What are the next stages in the interview process?
- Do you know when a decision will be made?

COVER LETTER CHECKLIST

Five Second Review: Give it the once-over; is your cover letter:

- Free of typos and spelling errors?
- Proofread by someone for grammatical and punctuation errors?
- Typed in the same font and on same color paper as your resume?
- Organized and prioritized?
- Full of action verbs describing experience, skills, and knowledge?
- Specifically addressing the person in charge of hiring for the job, using a colon or comma after the person's name?
- Signed personally by you in blue or black ink?

Fifteen Minute Review: After further reflection, does your cover letter:

- State specifically the job title for which you are applying?
- State specifically how you found out about the job posting?
- Specifically address qualifications listed in the job announcement or list any qualifications you have if this is a letter of inquiry?
- Emphasize internships, relevant job experience, relevant coursework, or professional society activities?
- Show your enthusiasm in wanting the position for which you are applying?
- Stay away from statements such as "I feel", "I think", and "I believe"?
- Describe your personal attributes that would relate to company culture or how you would fit in the organization?
- Address any names of people who referred you?
- Have the appropriate number of paragraphs (3-5)?
- State interest in scheduling an interview with a company representative?
- Provide your contact information, i.e., phone and email?
- Thank the employer for his/her time and consideration.