



eBook

Success in the Interview

*A Practical Resource for
Beginning and Experienced Educational Assistants*



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Note: This is the second of two eBooks in the “Get Hired Series”

For the sole use of the webinar participant and eBook recipient

Section 1: Introduction

Introduction

The purpose of this *eBook* is to provide assistance to new Educational Assistants seeking a position in a school and to help more experienced EAs moving to another school or district to navigate the most common process for staff selection — the dreaded interview! More specifically, it deals with in-interview strategies for interviewees and makes some suggestions for post-interview follow-up.

This is the second *eBook* in the series.

How this eBook is Organized

This *eBook* includes the following sections:

[Section 2: General Notes on the Implications of Online Interviews for Interview Strategies and Behaviours](#)

- Maintaining the Same Standards in Language, Punctuality, Timing, Appearance and Dress
- Managing the Technology

[Section 3: Setting the Stage](#)

- Introduction and Greetings
- The 80/20 Rule
- Active Listening and the Behaviours Associated with It
- The Delicate Balance of Confidence and Deference

[Section 4: What to Expect by Way of Questions \(Style and Content\)](#)

- Behaviour Descriptive Questions
- Standard Questions
- Questions on Issues of the Moment

[Section 5: The Necessity of Timing](#)

- Preparation Timing
- Response Timing

How this eBook is Organized Continued

[Section 6: Decoding the Questions and Encoding Your Answers](#)

- Review All Questions First
- Start Your Planning with the Most Difficult - Maybe!
- The “Hidden” or Less Obvious Problem(s)
- Using the Bendel Problem Solving Model
- The Key Opening Statement

[Section 7: Applying the Bendel Problem Solving Model](#)

[Section 8: The Advantages and Disadvantages of Using a Portfolio as Part of the Interview](#)

[Section 9: Concluding the Interview and the Follow-Up](#)

- Responding to “Do You Have any Questions of Us?”
- Making a “Power” Statement and Saying Good Bye
- Post-Interview Suggestions

[Section 10: Navigating the Social Structure of a School as an EA](#)

[Appendix A: Interview Checklist - Success in the Interview](#)

[Appendix B: Self-Assessment - Post Interview](#)

[Appendix C: Bendel Services Offerings](#)

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We post a blog every Friday on our website:

The Teachers’ Corner

Section 2: General Notes on Online Interviews

Interview Types

While there still are many schools and districts that use in-person interviews with candidates at the schools or at district offices, the use of technology for interviewing has become more and more common — especially in 2022-23 when hybrid learning is upon all of us. Since September 2020, we have noticed an increase in these trends:

- ▶ *Written submissions* — applicant are given a restricted period of time to respond to interview questions by email. Teams then pre-screen the responses for grammar and content to determine whether the applicant will advance to a virtual interview;
- ▶ *Telephone interviews* — phone interviews are being used when internet connectivity precludes a virtual time interview;
- ▶ *Casual educational assistant interviews* — there has been an increase in educational assistant absences which has resulted in an increase in interviews throughout the school year for additions to districts' occasional educational assistant lists;
- ▶ *Virtual job fairs* — virtual job fairs are occurring throughout the school year using a variety of software platforms (e.g. Brazen). Applicants line up in a cue to be given a 2-5 minute opportunity to dialogue with district representatives. These representatives can view the applicant's resume/cover letter during the dialogue and decide whether or not to extend the conversation and/or tag the applicant for future follow-up (e.g. pre-screened for potential interview);
- ▶ *Timing of Interviews* — generally 2-3 representatives (HR/P/VPs) are conducting virtual interviews throughout the day and into the evening hours (questions are not provided in advance; follow up debriefings to provide feedback to the applicant are not being given; representatives may turn off their cameras after the interview commences).



It is important to remember that while the medium is different, many of the strategies for effective interviewing that are identified for the more traditional in-person interviews are still very pertinent for interviews carried with the assistance of technology.

Regardless of the type of interview, you must be fully cognizant of the process to be undergone. In most cases you will not be given preparation time for the questions but that it not always the case. Know what to expect in this regard.