



*eBook*

*How to Prepare for and Interview for an Educational Assistant  
Position*

*A Practical Resource for  
Beginning and Experienced EA's*

*2021*



# Section 1: Introduction

## Introduction

The purpose of this *eBook* is to provide assistance to Educational Assistants (EA's) seeking a position in a school and to help more experienced EA's moving to another school or district to navigate the most common process for staff selection - the dreaded interview!

## How this eBook is Organized

This *eBook* includes the following sections:

Section 2: General Preparation: Confirming Who You are as an Educational Assistant

- Clarifying Your Beliefs about You and the Profession

Section 3: Specific Preparation: You as a Staff Member in the School to which You are Applying

- Doing Your Homework: Before the Interview
- The Three Ps

Section 4: What to Expect in the Interview

- Types of Interviews (In-Person and Virtual)
- The Nature of Behavioural Questions
- The Standard Questions: Samples and Indicators
- Issues of the Day: The Pandemic and the Inclusive Classroom

Section 5: Some Helpful Hints in Preparing for the Interview Questions

- Index Cards/Phone Cards: Reviewing Possible Questions and Responses
- The Use of a Mirror (Real or Otherwise)
- Simulated Interviews (Bendel Can Help!)
- Don't Get Spooked: Understanding What the Interviewers are Doing

Section 6: Missteps: What Not to Do

Section 7: Overcoming Your Nerves and Showing Confidence

Section 8: The Question of a Professional Portfolio: To Show or Not

Section 9: Concluding Remarks - and Best Wishes