



eBook

Success in the Interview

*A Practical Resource for
Beginning and Experienced Educational Assistants*

2021



Intellectual Content (Bendel Services Inc.), Images (Creative Commons)

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 EA's 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

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

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

[Appendix C: Bendel Services Offerings](#)

Website: bendelservices.com

Email: info@bendelservices.com

We post a blog every Friday on our website:

***The Teachers’ Corner
The Principals’ Corner
The Superintendents’ Corner***