

FONTBONNE'S INTERVIEWING DAY

Annually during the Spring Semester, Fontbonne holds an Interviewing Day consisting of pre-arranged 15 minute interviews with school districts and schools. The Interviewing Day is by invitation only and is open to students who graduated the previous December or will graduate in May or August. Invitations are usually sent out in early February and the Interviewing Day is usually held during Fontbonne's Spring Break. School districts and schools who attend the event either have specific openings they are trying to fill or they are building their application pool for future vacancies. Following are some tips for Interviewing Day.

- Follow the resume and interview guidelines in this Career Guide.
- Avoid the crunch; submit your resume for review by the Career Development Department (Begin 2 months prior to the Interview Day.)
- Call early to schedule a mock interview in the Career Development Department. (Begin 2 months prior to the Interview Day.)
- Gather the following required application materials you will bring with you on the interviewing day:
 - reference letters (between 3 and 5) (allow 1 month)
 - teaching certification or letter of eligibility (letter of eligibility: see Rick Gwydir, allow two weeks)
 - student copy of your transcript (Registrar's Office, allow two weeks) (You may use an unofficial copy retrieved from your Student Information Management , Academic Record. Do not use the Audit version..)
- Show you are professional and prepared by:
 - Completing all online applications (REAP and school districts) prior to the interview
 - Researching the districts so you know key facts about the district during your interview.
- On the day of the interviews, check in at the registration table at least 20 minutes before your first interview.
- Dress professionally - wear a business suit and be well groomed.
- Bring a professional folder or portfolio to hold all your materials. Have a pen and paper available for notes. No back packs.
- Do not chew gum or use your phone during the event.
- If you are a smoker, make sure you, and your clothes do not smell of smoke.
- Nourish and refresh yourself. This can be both an exciting and exhausting day.
- If you cannot attend a scheduled interview, notify the Career Development Department immediately. You risk your professional reputation by not showing up to a scheduled interview.
- Adhere to the scheduled interviewing time. It reflects poorly on you to try and extend the time.
- Never go up to an interviewer other than your scheduled time. If you did not get an interview with a district/school you wanted, give an application packet with the name of the district/school to the person at the registration desk. They will pass it on.
- Have good eye contact, firm hand shake and smile at the beginning and ending of your interview. Thank the interviewer and be sure you have her/his name and title so you can follow up with a thank you letter.
- Remember, you are making an impression on all the interviewers the entire time you are attending the event – even in the waiting area - even while the interviewers are still on campus.