FREE RESOURCE FOR GRADUATE TEACHERS

# Interview Checklist

Prepare, perform and follow through, one tick at a time.

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## My interview at a glance

**School** _____ **Position** _____

**Date & time** _____ **Location or link** _____

**Panel members** _____

## When you apply — Step 1

- [ ] Read the position description and selection criteria twice
- [ ] Research the school: values, priorities, programs and recent news
- [ ] Tailor your cover letter to this school
- [ ] Address every selection criterion with a specific example
- [ ] Ask your referees first, and send them the job ad
- [ ] Save a copy of the ad, because listings disappear

## The day before — Step 3

- [ ] Plan your route and aim to arrive 10–15 minutes early
- [ ] Print your CV, cover letter and questions
- [ ] Prepare your portfolio or two strong samples
- [ ] Choose an outfit you feel confident in
- [ ] Online? Test the link, camera, mic and lighting
- [ ] Re-read your notes, then rest

## The week before — Step 2

- [ ] Confirm the date, time, place or link, and the format
- [ ] Ask whether there's a demonstration lesson or written task
- [ ] Build your story bank: eight real examples in dot points
- [ ] Practise answers out loud, ideally recorded
- [ ] Prepare "Why this school?" with specific details
- [ ] Choose two or three questions to ask the panel
- [ ] Run a mock interview with a friend or mentor

### Your eight-story bank

A lesson you're proud of · Using data · Supporting a student · Extending a student · Calm behaviour management · Working with a parent · Collaborating with colleagues · A lesson that didn't go to plan

### Why this school? My key points

_____

_____

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# On the day & after

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## On the day — Step 4

- [ ] Arrive 10–15 minutes early, and be kind to everyone
- [ ] Phone on silent and away
- [ ] Greet each panel member with a smile
- [ ] Take a breath and plan before you answer
- [ ] Ask for a question to be repeated if needed
- [ ] Thank each panellist as you leave

## After the interview — Step 6

- [ ] Send a short thank-you email within 24 hours
- [ ] Write down every question you were asked
- [ ] Note which answers felt strong and which didn't
- [ ] Follow up politely if you pass the expected date
- [ ] Unsuccessful? Ask for feedback. It's gold
- [ ] Keep applying. Every interview makes you better

## In the interview — Step 5

Answer behavioural questions with **STAR-R**:

| S | T | A | R | R |
|---|---|---|---|---|
| Situation | Task | Action | Result | Reflection |

- [ ] Use a real, specific example every time
- [ ] Say "I" for your actions
- [ ] Show the impact on students, with evidence
- [ ] Finish with what you learned
- [ ] Keep answers to about two minutes

### Questions to ask the panel

? What does a successful first year look like in this role?

? How are graduate teachers supported and mentored here?

? What are the school's current improvement priorities?

My own question:

_____

### Thank-you email starter

*"Dear [Name], thank you for the opportunity to interview for the [position] role today. I really enjoyed hearing about [something specific], and it confirmed how much I would love to contribute to [school]. Kind regards, [Your name]"*


WANT TO WALK IN FULLY PREPARED?

**The Interview Mastery Pack**

69 real teaching interview questions with what panels look for, 13 model answers, the STAR-R method, story bank and school research templates, a mock interview scorecard and a state-by-state job board directory.

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