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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