

MISSOURI BAPTIST UNIVERSITY

TEACHER EDUCATION PROGRAM

INTERVIEW TIPS FOR STUDENTS

1. **Be prepared** – Read the interview questions before the interview and carefully consider your answers. Be able to answer the questions without notes, using your personal beliefs and your experiences to answer the questions. Make sure your documents include all required components. Proofread all written work so that there are no spelling or grammar errors. **Bring all required documents with you to the interview!**
2. **Be professional** – Dress in a conservative manner, such as a suit, slacks and blouse/dress shirt, or a dress/skirt knee-length or longer and conservative hose (no fishnet). Do not wear jeans, leggings, cutoffs, shorts, flip-flops, low cut blouses, or tee shirts. Please do not chew gum. Turn off cell phones.
3. **Be yourself** – Let your genuine good qualities be obvious during the interview. Be personable and pleasant. The interviewers are there to learn about you and want you to do well.
4. **Be clear** – Speak clearly using correct grammar. Answer the questions without rambling. Use examples from your personal and professional experiences when appropriate.
5. **Be on time** – Interviews are scheduled every thirty minutes, so it is critical that everyone is prompt for the scheduled interview time.

Interviews are typically held in the Field Conference Room, FLD-115, in the Field Building on the Main campus of Missouri Baptist University, located off the North 40 Outer Road. Plan to arrive to Main Campus early enough in the event of any last minute changes in room location.

Two interviewers will meet with you. One will ask questions while the other interviewer reviews your documents. You may be asked to step out of the room for a few minutes after the interview to give the interviewers time to consult before offering you feedback. You will receive paperwork from the interviewers at the end of the interview which you will need to take to Kathleen Wendt or Debbie Dumey immediately after the interview.