



**Getting Your First Job:
The Art of the Resume, Portfolio, and Interview**

CLINICIAN:

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Be educated - about the school, school district, current staff, etc.

- What are **they** looking for? What are **you** looking for?
- Philosophy of the school, principal, head director
- Are you a good fit for them?
- Are they a good fit for you?

Broaden your experiences to make yourself a more desirable candidate

- Attend workshops/clinics/contests
- Judge/Monitor auditions
- Marching tech (if applicable)
- Observe
- Ask questions
- Positive Student teaching/Private teacher experiences
- Attend TMEA Job Fair

Communication

- Things to Know and Do
- Who to contact and how
- What to say in a written communication

The Resume/Portfolio

- Items to Include: Identification, Your Objective or Job Goal, Education or Training, Work History, Personal data, and References
- Be positive, be brief, be clear, and stick to pertinent, factual information
- Take credit only for what **you** have done
- Recordings/Video
- Programs
- Documentation of things you have created or done

The Interview

- You are “on stage” the minute you open the door. You must show professional behavior even in the reception area. Do not smoke, chew gum, eat candy, or have your cell phone on.
- Be on time (early is better) and dress professionally
- Make a great First Impression!
- Bring your resume to the interview
- Know your audience and speak to those issues
- Remember that it’s not all about you
- Use appropriate language in the interview
- No negative comments about students, former colleagues – anyone!

Four Types of Questions:

Qualifier Questions
Personal Questions

Behavioral Questions
Conceptual Questions

Potential Question Topics

Discipline management
How you would teach a typical class
Fulfilling duties outside of subject area
How you want the ensemble to sound
Personal goals

Communication
Strengths/weaknesses
Ensemble/class goals
Why you want them to sound that way
Mentors

After the Interview

- Communicate - do not expect the worse if you have not heard something.
- If you accept another position, communicate with the other districts.
- Any written follow-up communication should be formal in nature.

Things that will tank your app

- Negative statements about previous jobs, co-workers, employers, students
- Statements that indicate you won’t follow instructions or policy
- Improper attire or conduct
- Improper or disorganized resume information
- Dishonesty
- Lack of enthusiasm or too much enthusiasm
- Appear clueless about the school district or program

Questions? - peter.warshaw@leanderisd.org