

# Trumpet Solo Class Lecture #8

## Interview Preparation

### “What Happens When the Phone Rings”

Dr. Mark Ponzo

#### **Resume Preparation**

Establish a folder in the Career Planning and Placement Office.

Establish a list of potential References.

Format your Resume (look at many examples, have faculty review/critique your resume).

#### **Where to look for Employment Opportunities**

##### Teaching Positions

Career Planning and Placement Office - Northern Illinois University

Web Sites for County Education Offices

Music Dealers that call on Public Schools

Word of Mouth

##### Performance Positions

International Musician (you must be a member to receive this publication)

Public Notices

Word of Mouth

#### **The Application Process**

Be certain that your Placement folder is complete.

Be certain about the job description (experience requirements).

Design a cover letter to accompany your resume.

Customize each cover letter to highlight your qualifications for each position.

Send a cover letter, resume and reference list to each available position.

#### **The Interview Process**

Be totally professional in appearance, attitude and presentation.

Be prepared to answer standard interview questions.

Have additional copies of your placement materials with you.

Expect that they will ask about your experiences (resume/letters).

Be prepared to ask your own questions.

Try to establish contact and rapport with those interviewing you.

#### **Recommendations and Supportive Materials**

Do you have a well-balanced set of reference letters?

What kind of questions do you think a potential employer will ask?

Have you developed a professional and positive relationship with (all) the faculty so that when a potential employer calls (anyone) for a reference, his/her honest and forthright opinion will show you in a positive light?

Have you prepared yourself over the last four/five years for this 15-minute opportunity?

The turning point of every job opportunity is the reference call.

#### **Other Considerations**

How do you look on paper?

Do you have a wide base of experiences, which qualify you for this position?

Is this position a good match for your abilities?