

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?