



*JCAA Administrative Job Application and Interview Tips Workshop
Tuesday, January 19, 2010
4:30 to 6:00 pm
Ed Center, Conference Room 3a/3b*

Administrative Job Application & Interview Tips Workshop

Are you looking for advice on applying for administrative positions in Jeffco Public Schools. Do you have questions about the application process? Do you need to learn more about proper interview etiquette? Do you need to hone interview skills?

The workshop is designed for aspiring administrators and will cover:

- ✓ The application process for applying for administrative positions in Jeffco Public Schools
- ✓ Peer resume review and advice
- ✓ Understanding the paper screening process, how it will impact you and what you need to do to stand out
- ✓ The psychological and social issues involved in preparing for an interview, including making a good first impression, being aware of and managing your impact on people, and reading nonverbal cues
- ✓ Researching information about the school(s) (or department(s)) and learning the position's culture
- ✓ Peer discussions on interview topic categories and questions, scenarios and prompts
- ✓ How to use the application and interview process as a learning experience

Facilitated by Jim Baker (Human Resources Department), Kate Wills (Employee Assistance Program), Tony Giurado (Community Superintendents Office) and Cyndy Whitlock (Community Superintendents Office).

Questions? Call JCAA at (303) 982-6839 option 3.

JCAA – Interview Tips Workshop Registration

Name: _____ Work or Home No.: _____

School or Dept: _____ Voice Mail No.: _____

Email: _____

Program Fee: **\$15.00 for JCAA members** **\$45.00 for non-members**

Payment Type (Check One) Cash Personal Check (payable to JCAA)

Return to JCAA, 1829 Denver West Dr, Bldg 27, Golden, Co 80401-0001

Registration Deadline: Friday, January 8, 2010