Hello Prospective Guest Teacher,

As you complete the application process for a Guest Teacher role in DPS109, you will complete your interview for the position. While using the system, you will be recording responses to questions asked by either me or a District 109 representative. When your responses are complete, we will have a number of Deerfield 109 stakeholders review your interview responses and then use that data to determine if you will come in for the next round of interviews.

The RIVS system will indicate to you how long you will have to complete this round of interview questions. However, you can complete them at the time and place that is best for you. A bit of advice I'd like to give you is that since the interview is recorded using either the camera on your computer or cell phone, you will want to make sure that your appearance is as if you were interviewing on site. Finally, although there is a set time frame to answer each question you do not need to use the full allotment of time. In order to fully submit your application, the RIVS digital interview must be completed. The application will remain unsubmitted and thus not reviewed until you complete the interview.

I wish you the best of luck on the digital interview experience.

Sincerely,

Dale Fisher, Ed.D., pHCLE
Assistant Superintendent for Human Resources

TIPS FOR COMPLETING A DIGITAL VIDEO INTERVIEW

One way that District 109 ensures that it hires the best teachers possible is to provide all candidates the opportunity to showcase their skills, experiences and personality using a video interview. Through the use of video interview screening, candidates can have their interview reviewed and scored by ALL hiring administrators across the District through the “sharing” feature of the video interviewing software platform.

Just like there are practical tips and strategies for interviewing live and in person, there are things you can do to ensure your video interview is perceived in the most positive light possible. Please take a moment to read the practical tips below before starting your video interview with Deerfield Public Schools District 109.

Webcam
Most laptops already have front-facing cameras, but if yours doesn’t, you can use your smartphone to conduct your interview. Just like in school pictures, position yourself asymmetrically before the camera. Do not zoom in on your face only. While seated at a desk, it is perfectly acceptable to have your arms, shoulders and head in view. Place the webcam slightly higher than forehead height and tip the camera down towards you.

Smartphone
Although smartphones will adjust your image such that your face will always be upright on the display screen, RIVS records in landscape mode so hold your smartphone in the horizontal position so your recorded image will be upright for the viewer. If possible, it is best to use a phone stand to hold your phone in a horizontal position for increased image stabilization.

Appropriate lighting
Too much background light will blind the interviewer and too little lighting will strain the interviewer’s eyes. To avoid appearing on the screen as a dark silhouette, aim light at yourself from the front, not from behind you. Try putting the light source, preferably a lamp with diffused lighting, behind the computer shining toward you.

Eye contact
Talk to the interviewer as if they really are in front of you. Avoid staring intensely at the screen, directing your gaze downward the whole time, and leaning in really close. Remember to look into the webcam port and not at the screen to make good eye contact. It’s perfectly acceptable to smile and let your personality show through.

Have a clean area
No matter how well you’ve set up your lighting, or how well you interview, if your workspace is messy, it will reflect poorly on you. Make sure any space visible to the camera is clean. Also, avoid sitting in front of a distracting background; you want the interviewer’s attention on you, not your posters. Solid, earth tone backgrounds are best because they are less likely to clash with your clothes.

Attire
It may seem like a good idea to wear a dressy top and casual bottoms, but wardrobe malfunctions can happen in video interviews. What if you have to get up and shut your door, adjust the camera, or turn to grab your notes off another table? Pretend this is an in-person interview. Dress the part 100%.

No disturbances
No children, spouses or pets should appear in your interview. Try to complete your interview at a time and in a space where you will not be interrupted. This video interview is just like a traditional interview, only you are at home. Let others in your house know that you will be unavailable. Turn off your cell phone and landline phone ringers.

Practice
Our platform gives you a practice question. Use it and play it back to see how you look and sound. Make sure your microphone is offering a clear transfer of your voice. Notice what is visible around you. Essentially, the practice questions allow you to perceive how your answer will look to the interviewer. Ensure that your internet connection works properly. Bad internet connections affect the quality of video. Remember the small things too, like charging your phone and keeping your computer plugged in so it doesn’t die.

Just like during a live interview, you will NOT be able to re-record your answers once you have clicked on the “record” button. You CAN take as much time as you want between questions if you want to drink some water or collect your thoughts before proceeding to the next question.

Don’t be scared of video interviewing technology. It is meant to make the process easier and allows you to interview at a time and place most comfortable for you! Remember, video interviews provide you the opportunity to showcase your communications skills and thoughts on what you can do for our school district! Good luck!