

## Welcome to the GoldKey Education Interview Guide.

### Introduction

Teachers are highly respected members of Korean society. After their father & mother teachers are the people that Korean pupils look up to and respect the most. It is very important that you understand that the position you are applying for requires dignity, poise, accountability and deep respect for your principal and a strong sense of duty towards your pupils. Your interview is your opportunity to confirm that you are an excellent candidate for an EFL (English Foreign Language) Teacher position in South Korea. If you carefully read this guide and follow the advice given you can pass the interview.

### Zoom Protocol

The EPIK interviews are all done using Zoom with a webcam. Please ensure that you are well dressed (formal), face washed, clean shaved, hair combed/tied back, neat and tidy with a collar & jacket - this is very important!

Please ensure that the room behind you is also neat and tidy and that you are well lit. Don't sit with your back to a bright window as this will reduce you to a silhouette. Ideally you should set up so you are facing to an open window (day time) or you should have 2 light sources - one to your left and one to your right slightly behind your laptop/tablet/phone at eye level. This will ensure your face is well lit and shadows are reduced to a minimum.

- Test the system before the interview time to ensure that the webcam, speakers and microphone are all working properly.
- Check your screen view on your PC or device to ensure you are well framed and looking comfortable.
- Please ensure your PC or device is stable so it does not jump or vibrate if you move, if you are using a phone tape it into position.
- Ensure that your head & shoulders are neatly in frame without chopping off the top of your head.
- Avoid sitting too close to the camera creating a fish-eye effect.
- Ensure the camera lens is at eye level so that the interviewer is not forced to look up your nostrils.

The interviews are run on a tight schedule and if you are still fiddling with equipment when they call it will create a very bad impression on your ability to prepare yourself! If things are not going well during your preparations - call us! Otherwise ensure you are set up and ready at least 15 minutes before your scheduled time slot.

### Be Committed

EPIK's expectation is that you are seriously committed to coming to Korea as an EFL Teacher. Please do not undertake this interview as a back-up plan in case some other job/s you have applied for fall through. For you to pass this interview, be offered an EPIK contract and then turn around and say, "thanks, but no thanks" will be a huge waste of time for EPIK. More importantly you will be taking an interview slot that another candidate, who really does want to teach English in Korea, could have had.

### Be Prepared

The interviewer will have your EPIK Application Form in front of them and will refer to it during the interview. It is therefore very important that you also have a copy of the latest draft of your EPIK Application Form - GoldKey Education will email this to you just before your interview. This should be printed out in front of you with a few pens in hand ready to make notes.

Please ensure you know your Lesson Plan well and can answer questions relating to it such as, "Why did you include this activity in the plan?"

You can expect the interview to last between 20 and 45 minutes. If the interview does not start at the agreed time do not leave your PC. EPIK conducts dozens of interviews every day and sometimes run behind schedule. On occasion your interview may start 5 to as much as 20 minutes later than scheduled. If they battle to find you on Skype they will call your Primary Phone Number. If you have not received your call from Korea after 10 minutes then call the GoldKey Education office on 021-782-5024 and we'll contact EPIK to find out what has happened.

### Keep Calm - Listen Carefully - Answer Slowly, Clearly & Thoughtfully

It is very important that you are calm & confident during the interview and that you speak slowly and clearly. Often the person interviewing you is a Korean who may or may not have lived overseas and English is a second language for them. While it is fine to talk fast with another English speaker the interviewer is wanting to establish how you will function in a Korean classroom. So talking quickly will not send the message that you are super enthusiastic to come to Korea, rather it will have the interviewer worried that the pupils in your classroom will not be able to follow the lesson! So speak slowly and clearly with attention to pronunciation.

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## EPIK Interview Guide – Continued

The interviewer is trained to scrutinize your elocution and listening skills so speak slowly, clearly and listen carefully to the questions. Avoid colloquial South African or local slang like “ja” and “cheers”. Keep your vocabulary formal. While you are not required to mimic an American/Canadian accent be aware this is the accent with which Koreans are most familiar. So keep your pronunciation clear and slang free. The interviewer will not pass you if they cannot understand you.

In a successful communication comprehending the questions that are put to you are just as important as your ability to ensure that you are being understood. So listen carefully, your interviewer will likely be speaking English with a Korean accent. If you are not sure that you have understood the question ask them to, “please repeat the question”.

### The Questions

You will likely be asked questions designed to evaluate how serious you are about going to live and work in Korea for 12 months and whether you will get homesick and want to resign before the contract is completed.

You will likely be asked if you are open to spending more than just 1 year in Korea if you enjoy the experience. They are particularly interested in teachers who will do 2 or even 3 contracts so indicate you’re very open to contract renewals.

You will be asked how well you think you will adjust to living in a foreign culture and environment where the majority of adults speak little or no English. Coming from a multi-cultural, multi-lingual society you have a big advantage in this regard over other nationalities applying from mono-cultural nations.

If you are currently employed they will very likely asked about your job and why you want to leave. You will be asked about your strengths and weaknesses, about your health, about the degree you chose to pursue and what your reasons were for following that line of study. You will be asked about your work ethic, your flexibility and adaptability and how well you function in a team.

You will likely be asked how you will approach your relationship and, if necessary, how you will resolve problems with your Korean co-teacher. They will also ask how you will approach teaching in the classroom. So please be prepared by giving these matters some thought before your interview so that you can answer intelligently. The interviewer is trying to ascertain your suitability as an EFL Teacher in a Korean school. Are you flexible, adaptable and hard working? Do you see problems as problems or do you see them as opportunities to formulate a solution?

It is your objective to assure the interviewer that you are the right person for the job. Please refer to the last page of this guide to see some likely questions you may be asked.

### Your Questions

The interviewer will likely ask you if you have some questions. If you start asking questions about information already available to you like, “how much will I earn?” you are going to look silly. EPIK Salary Levels are in the public domain, both on the EPIK & GoldKey Education website. Also be sure that you do not ask questions that are self evident in the standard contract which you will be signing, you can download from our website: <http://www.goldkeyeducation.com/download/SampleContract.pdf>

Do not ask the interviewer, “so, have I got the job?” or “How much will I be paid?” These is not an appropriate question at the time of the interview as the interviewer still has to work with their team manager to finalize the result of the interview. It is best to end the interview by saying something like, “thank you for your time.”

### Be Relaxed - Be Informed

Be relaxed and warm but not informal. Remember that GoldKey Education would not have submitted you as a candidate if we do not consider you a very suitable candidate for the program so there is no need to be anxious.

Go on-line and read up a bit on Korea and the Korean education system so that you can show that you are a serious candidate who understands something about the uniqueness of Korea’s culture and history.

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## EPIK Interview Guide – Continued

### Take Lots of Notes

Your interviewer may very likely ask you to:

- a) make some changes to your EPIK Application Form, essays or Lesson Plan
- b) get one of your referees to rewrite a letter
- c) provide an additional Character Reference Letter
- d) send in outstanding or additional documentation (ie. letter confirming full time teaching experience)

These instructions are very important and ignoring the request or failing to carry them out could abort your securing a contract. It is your responsibility to make notes of these requests and ensure they are carried out and that the documents in question are sent to GoldKey Education as soon as possible so they can be submitted to EPIK to secure your contract. Inform GoldKey Education immediately after your interview.

### Interview Results

The results of your interview will be posted within 2-6 working days on the EPIK on-line Agency Database. GoldKey Education checks this database continually and will call you immediately your results are posted. Initially you will have confirmation of a contract offer. After a week or more we will get information on which city or province has accepted you as a candidate.

You will only get final information on which particular school you have been placed at during the orientation in February (Spring Intake) or August (Fall Intake). The process of placing over 600 teachers is a hugely complicated one attempting to match each teachers preferences with the needs of over 600 Korean schools so these matters cannot be finalized instantly.

### Lines of Communication

EPIK has issued the following instruction to all their accredited agencies:

*“Agencies must fully inform all applicants that they may not directly contact the EPIK office. All enquiries and concerns must be addressed between EPIK staff and the staff of the recruiting agency and not between EPIK and the individual candidate.”*

*Guidelines for the Recruitment of EPIK Teachers - Recommendation Procedures Section 2-4*

The EPIK offices in Seoul are very busy processing thousands of applications and simply do not have the time, staff or resources to handle e-mails or phone calls from applicants. So please direct all your questions and concerns to GoldKey Education up to the time you arrive in South Korea where you will then meet the EPIK team face to face and enjoy intense interaction with them for the duration of your orientation session.

### Documentation

Passing the interview means that EPIK wishes to offer you a contract. In order to secure the contract all outstanding documents must be submitted to the EPIK offices in Seoul as soon as possible after they announce your interview results. Ideally GoldKey Education would like to hand in all your documents immediately we get the results from your interview so please check the Document List on our website and check that we have everything required from you.

<http://www.goldkeyeducation.com/GKE/CompulsoryDocs.html>

and

<http://www.goldkeyeducation.com/GKE/AdditionalDocs.html>

You can still submit outstanding documents to the GoldKey Education office in Cape Town from where they will be forwarded to EPIK by DHL.

### Do Not Delay!

If you pass the interview and your documents take too long to reach EPIK you are in danger of missing out on your location preferences in Korea or worse still losing the contract offer altogether. So please make the finalization and submission of outstanding documents a top priority. If you are unsure about any aspect of the submission of documents please call the GoldKey Education offices to check with us.

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## EPIK Interview Guide – Continued

### A Sampling of Typical Questions

Here are some of the kinds of questions you can expect in the interview:

You majored in \_\_\_\_\_, how does that apply to teaching?

There are many English Teaching opportunities throughout the world, why are you considering Korea?

Where do you see yourself in 5 years/What is your 5 year plan?

Tell me about yourself?

What specifically do you know about Korean culture?

What specifically do you know about the EPIK program?

What do you expect to be the most difficult part about coming to Korea?

How will deal with home sickness?

What are your greatest strengths as a teacher?

What is your greatest weakness as a teacher?

Tell us about your relationships with your two references?

How would you encourage a very shy co-teacher that sits at the back of the class and is not confident with her English?

How would you deal/handle a confident Korean co-teacher who makes mistakes in class that the students pick up on?

How will you handle co-teacher who always criticizes you teaching style and would prefer for you to use his/hers?

How would will teach/deal with rude/misbehaved students?

How would you teach a group of students that have very different abilities?

Tell me about your educational philosophy?

Tell why you have considered \_\_\_\_\_ as your ideal choice to be placed?

How does your degree relate to teaching?

What do you plan to achieve through this experience?

What are you doing to prepare yourself for this opportunity?