



Sample Interview Questions

General:

What do you know about our program?

Give an explanation of our program and the position. (Schedule, number of hours, responsibilities)

What expectations do you have of this job?

Why are you the best candidate for this position?

If you had to deal with a parent each day, who just was not ever happy how would you try to make them happy?

How would you help new parents feel that you are providing the best care to their child?

Program:

What assets can you bring to our program?

How do you think a typical day would be scheduled in the infant, toddler, or preschool rooms?

What types of stimulation do you think are important for infants, toddlers, preschoolers?

What types of activities would you do with the children as infants, toddlers, preschoolers?

Are you familiar with Developmentally Appropriate Practices? What does this mean?

Why is the environment of the school so important to maintain?

Are you familiar with the North Dakota Core Competencies? What are they and how can they help you as an administrator?

Are you familiar with the North Dakota Early Learning Guidelines? How can these be helpful to you and your staff?

Philosophy:

Our program's philosophy is...? How can you and our staff ensure the program maintains this philosophy?

How do you think children at the various age groups should be disciplined (Infants, Toddlers, Preschool)?

What do you think is most important in taking care of infants?

How would you try to calm an infant if they were crying but they were not hungry, wet or sick?

If two children were disagreeing over something and became physical what would you do and how would you deal with the situation?

If there was a child who just would not sleep at naptime what would you do?

Personal:

When did your love of children begin?

What experience do you have with children?

Do you enjoy working with only one age group or do you enjoy working with more than one?

What are your greatest strengths?

Why do you want to work for our program?

What are your long term goals? Where do you see yourself in 5 years? 10 years?

Administration:

What methods of communication would you use with parents?

What type of financial expertise or knowledge do you have?

What experience do you have with policy creation?

What type of experience do you have with program administration?

How would you handle a parent who is a month behind on their fees?

How would you handle a correction order from the state? What steps need to be taken?

When do you feel exclusion of a child due to illness is necessary?

When is it ok to dismiss a child/family? Give me an example of each.

What experience do you have with managing other adults?

What are a few significant items for staff orientation?

What methods of communication will you use with staff, (training, meetings, evaluations, informal observations)?

How would you handle an employee who is constantly late? Absent? Gossiping? Badmouthing the center?

How would you handle an employee or parent who is abusing a child (emotionally, physically)?

How would you handle a disagreement between staff/ between a staff member and a parent?