



Conducting an Interview

Preparing for interview

- Designate position and determine salary range
- Meet requirements for hiring employees (Hiring Employees document)
- Review application/resume prior to interview
- Choose the appropriate questions for interview
- Arrange time and space for interview without disruptions

Information you provide

- Describe your program/philosophy
- Provide an explanation of the position/hours/days
- Provide a copy of the job description
- Describe background check process
- Describe required professional development expectations

Sample Questions

- *Staff:*
 - Tell me about your past work experience.
 - What assets can you bring to our program?
 - What do you think a typical day would look like?
 - What is your experience in planning activities?
 - What are your long-term goals?
 - What age group do you enjoy working with?
 - How would you discipline a child?
 - What is your comfort level in working with ill children?
 - What is your experience as a team member?
 - How would you handle an employee or parent who is abusing a child?
- *Administration:*
 - What type of experience do you have with program administration?
 - What is your experience with ND early childhood services rules?
 - What experience do you have with policy creation?
 - What type of financial expertise or knowledge do you have?
 - What experience do you have with managing other adults?
 - How would you handle an employee who is not following policies?
 - How would you handle an employee or parent who is abusing a child?
 - How would you handle a disagreement between staff/staff and parent?
 - What is your experience with grant writing?
 - What is your experience working with a governing board?

Conclusion of Interview

- Give tour of program
- Give candidate a chance to ask questions
- Ask possible start date
- Thank candidate for interviewing