

## Interview Guide for: Weekday Preschool

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**Be sure to follow the points from the General Interview Guide**

### A. Application Review - Follow-up Questions:

- Personal Data Section: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Education Section: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Work History Section: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- References Section: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Driving History: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Red Flags & Page 4: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### B. Interview Questions from Application

- Review "Personal Data" section.
  - ✓ Briefly review and confirm response. For example: "I see you are available to start work in 2 weeks". Frequently, applicants will "volunteer" additional information or elaborate on their responses.
  - ✓ Ask question about "Personal Data" from part A:
- Review "Education" Section
  - ✓ Confirm information particularly as it might apply to WP
  - ✓ Ask question about "Education" from part A.

- Review “Work History” section:
  - ✓ Review work history information with a focus on any work experience that is directly applicable to WP. Review and confirm their responses
  - ✓ Allow the applicant time to provide additional information –brag on successes and/ or explain information they perceive as “negative”
  - ✓ Question and then allow the applicant to elaborate on any concerns that you identified in your review in part A. For example, “I noticed that you indicated that you left your last job over a dispute with your supervisor?” or “I noticed you left your job with \_\_\_ after 1 month?  
Be silent and wait for response
  
- Review “References” Section:
  - ✓ Confirm the information; be sure there are names other than “friends”- preferably former employers
  - ✓ Ask any question from part A.
  - ✓ Do you have correct contact information for a later reference check?
  
- Review “Driving Record” section:
  - ✓ Confirm the information; ask any question, especially any “red flag” from part A.
  
- Confirm any “Red Flags” especially from the questions on page 4. For example, “I see you indicated gaps in your work history were due to \_\_\_\_\_. Be silent and wait for response
  
- Review and ask questions about any other concerns that you have as you reviewed their application

Additional notes from the application:

**C. Review key WP information:**

I have some additional questions but first let me review some information about WP. We operate as an extension of xxx. We operate 5 days a week. Our hours are 8:30am to 12:30pm.

**4 year old classes:** we have a 3-day (Tuesday, Wednesday & Thursday) and a 5-day (Monday to Friday) program

**3 year old classes:** we have a 3-day program (Tuesday, Wednesday & Thursday) and a 2-day program (Tuesday & Thursday)

**2 year old, toddler and infant classes:** we have a 2-day program (Tuesday and Thursday)

**D. EWP related questions:**

1. Question: You indicated on the phone that you be able to work the WP schedule, is this still correct?

\_\_\_\_\_

2. Question: Which age group/ schedule do you prefer? \_\_\_\_\_

Why? \_\_\_\_\_

\_\_\_\_\_

3. Question (teamwork) Tell me about a time you had to work with another employee who was not very co-operative? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What did you do to be sure that the job was accomplished? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Question (personal accountability): Tell me about a time you made a mistake and what was your response? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Question (demonstrate ability to work with parents): Tell me how you would communicate a child's behavior issues in your class with the parents? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Question (organizing): Tell me how you would prepare for a Parent/ teacher conference?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Question (communication) Let's say you are teaching and you realize you no longer have your preschooler's attention, what steps would you take? \_\_\_\_\_

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8. Question (teacher perception): How would you describe an ideal teacher for preschoolers? \_\_\_\_\_

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Tell me how you meet that description: \_\_\_\_\_

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9. Question: Why are you interest in working at WP? \_\_\_\_\_

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10. Do you have any questions for me? \_\_\_\_\_

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### **E. Conclude Interview/ Decision**

>>>>>Is the applicant eligible for the position? What is your decision?

> **YES** and I decide to hire "on the spot", then discuss employment including wage rate, age group, schedule, orientation and start date. Next, provide employment forms for completion. Be sure I-9 is properly filled-out

>> If **YES** but want to wait, then indicate that you will be back in touch with them at a later date

>>> **NO**: Thank the candidate for their interest in EWP and that you will file their information for future consideration.