

Telephone Interview Guide for: Weekday Preschool

Candidate: _____

Date: _____

Telephone #: _____

Opening Introduction: My name is _____ and I am calling in response to your inquiry about a position at the Weekday Preschool. Is this a good time to talk? This should take about 30 minutes.

First let me tell you a bit about EWP. We operate as an extension of xxx. We operate 5 days a week. Our staff 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)

> Question: Would you be able to work this schedule? _____

> Question: Is there a specific age group you would prefer? _____

> Why? _____

> Question: Tell me about your experiences working with this age group. _____

> Question: Tell me about your work history within the last 10 years:

- Last Job: _____ Time period: _____
Duties: _____
Why left: _____

- Previous job: _____ Time period: _____
- Duties: _____
Why left: _____

>>> Work History applicable to EWP: YES NO No recent work history

> Question: Tell me about any recent volunteer activities:

- Church: _____
- School: _____
- Community: _____
- Clubs/ organizations: _____

>>> Volunteer activities transferable to EWP: YES NO No recent volunteer activities

> Question to demonstrate teaching skill: Tell me about a time that you taught a child a skill or to complete an activity - _____

> Question to demonstrate discipline/class management skills: Tell me about a time you had to correct or change a child's behavior - _____

> Question: Tell me why you are interested in working at WP? _____

> Question: WP requires a Fingerprint criminal history background check; would there be any problem complying with this? _____

> Question: WP verifies employment eligibility through the E-Verify Program, do you have the documents required to complete an I-9 Form? _____

> Do you have any questions for me? _____

> Candidate eligible for next step? YES Schedule Interview date & time: _____

NO: Thank the candidate for their interest in EWP and that you will file their information for future consideration after you have completed other interviews.
