**Tip Sheet**

Creating Meaningful Interview Questions

#### Indicator 4.2.b: Document and follow hiring procedures, outlining how individuals are recruited, interviewed, screened (reference and criminal record checks) and hired

At times it is difficult to ensure that the educators that you are hiring have the same values and image of the child that aligns with the program’s philosophy. There are many ways to conduct an interview but it is very important to have a clear set of questions that you can ask to those being interviewed. These questions should remain consistent for all potential employees. The following are a list of sample questions that as an employer you may ask potential employees to learn more about what they have to offer to your program:

1. Share a little about how you see your role as an educator of young children?

2. What interested you in applying for a position with our program?

3. Do you have previous experience in child care? What aspect of your role as an early childhood educator do you enjoy most?

4. What age group have you worked with previously and/or prefer working with?

5. Share with us a time when a safety concern relating to young children in your care arose. How was it handledt? What was the outcome? Why does this moment resonate with you? What valuable learning did you come away with as a result?

6. Explain two examples of favourite activities you have previously planned for children. Why did you choose these activities?

7. Share with us a time when you dealt with a child(ren) exhibiting challenging behaviors. Tell us the process you applied and the outcome.

8. In working with children, one very important aspect of the job would be building relationships with parents/families. Can you share an example of a positive relationship that developed with a child’s family and the strategies did you used to support this process? Provide an example of a time when you encountered difficulty developing relationship with a family. What made it challenging?

10. How do you handle requests from families that may seem unreasonable? Based on the following imaginary scenario how might you feel as an educator if a parent asked that their 12 month old child be placed on the potty every 30 minutes to support toilet training- and if successful that she be rewarded with candy. How might you handle this request?

11. Following is a possible situational question that might help learn more about educator practice scenarios.  
  
In the dramatic play area there is a variety of dress-up clothes that children can try on and use to support play. You've noticed that one of the boys, whose parents are exchange students from another country, enjoys playing in the dress-up corner. One afternoon when the mother arrives to pick up her child she finds him in the dress-up corner wearing high-heel shoes, a flowing dress, and a matching hat. She is upset and tells you that her child is NEVER to wear girls' clothes again. How might you respond to the parent’s concern? What “image of the child” might you as the educator see and how might you share a different perspective of this with the parent?

12. Share two strategies you might apply to supporting a child just transitioning into care and having a hard time adjusting?

13. If two toddlers were playing and suddenly found themselves in conflict that led to biting what steps might you take to guiding positive resolution? How might observation be utilized to plan forward from this situation?

14. At times have children have a hard time adjusting to new educators and/or change in their environment. Give an example of a time when you had to build rapport to support a child through this type of adjustment.

15. Describe a process that guides program planning for the children in your care. How are children’s emergent interests integrated as part of the process?

16. How might you as an educator actively support children’s engagement as co-learners, co-researchers, co-imaginers of possibilities? Share an example that details the process you applied to following children’s’ lead in a play experience. What new learning for you as an educator was revealed through this process?

17. Reflect on a time when children did not show interest in what was planned. How did you respond?

18. Describe a time you encountered disagreement with another educator relating to child guidance. What was the situation and/or issue that raised disagreement? How did you as educators manage to find resolution? How has the outcome altered how you might approach a similar circumstance in future related situations?

19. Describe an inspiring learning moment you have had with a child in your care?

20. What areas of professional learning you have you identified for yourself? Describe why/how these are important to support professional growth?

21. Think about someone who has influenced you as an educator. What was it that impacted you and how did it resonate with your own practice?

##### 22. Identify what you believe to be key components that support a quality learning environment for children and why?

23. If previous programs you supported as an educator were asked to share reflections on your time with them, what might they share about your time with them?

24. Is your last employer able to serve as a reference? Why or why not?