



We're Hiring!

33 Questions You Should Ask Every Applicant

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Interviewing potential team members can be a tough job! After conducting interviews for prospective teachers, managers, and corporate team members for nearly 20 years, a few things consistently ring true.

First, you must be prepared for the interview. Make sure you have a clean and organized space (normally your office) to interview them in. Have materials about your center ready to share with them and offer them a water, tea or something to drink. Even though they are interviewing for a position on your team, they are also your guest and just as you would have your home ready for a visitor, you need to have your office and center ready for your candidate. Also, make sure you share with them ahead of time anything they should bring with them (resume, completed application, diploma, etc).

When confirming the interview make sure you tell them how long they should anticipate being at your center. For example, telling them to plan on being with you for 1 hour and during that time we will get to know each other, talk about the available position and I will give you a quick tour of the center. Finally, while you are the one in control of the interview, you should not be the one carrying the entire conversation. I have observed Directors spending 70-80% of the interview talking while the applicant sat and listened. This was something I know I was very guilty of in the past, I wanted to make sure the applicant new EVERYTHING there was to know about my center, so instead of listening to them, they had to listen to me. Now I know for the best results, it should really be the opposite, ask the questions but then let the applicant speak and ask more questions about the position and your center.

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Of course, what interview would be complete without questions, here are some sample questions that can give you a better idea if the candidate is the right fit for your team.

- ☐ How many months/years of child care experience do you have?
- ☐ What is your required salary? What benefits do you need?
- ☐ Can you tell me about your current/last position?
- ☐ What does your typical day of work in your current/last position look like?
How many children are enrolled in your classroom?
- ☐ What is the licensed capacity for your group/classroom?
- ☐ If I were to tour the center you currently work at, what would I like most about your classroom?
- ☐ Why are you looking to leave your current position? We are open from 6:00 am – 6:00pm Monday- Friday, are there any hours during this time you are unavailable to work?
- ☐ Share some of your most joyous moments you have had working in a classroom What is the cutest/funniest thing a child has ever said to you?
- ☐ Describe yourself as a teacher What is your favorite children's book and why?
- ☐ Can you sing me a verse from your favorite children's song?
- ☐ Tell me what you already know about our center/organization?
- ☐ This job requires consistent attendance, is that in anyway going to be a problem for you?
- ☐ Talk about a time you went above and beyond for the children, a family or co-worker. What must exist in your work environment for you to be happy and motivated?
- ☐ Can you tell me about a time you disagreed with a co-worker or supervisor?



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- ☐ What was the issue? How did you handle the situation?
- ☐ How were you supported in your last position?
- ☐ Tell me about a time when you needed help to fulfill a job duty. What did you do?
- ☐ Have you ever dealt with a parent complaint? What was the complaint and how did you resolve it?
- ☐ If I asked your current/last supervisor to describe you, what would they say about you?
- ☐ What is one topic you would like more training on?
- ☐ What is one mistake you have made and what did you learn from it?
- ☐ How have you shown appreciation for your co-workers?
- ☐ If you were hiring someone for this position, what qualities would you look for?
- ☐ If you could change one thing about your previous supervisor, what would it be?
- ☐ How would your current co-workers describe you?
- ☐ Tell me about one change you have made in your classroom and how it benefited the children (room arrangement, daily schedule, etc.) In your prior position, how did you manage your classroom?
- ☐ Can you describe a time that a child did not take direction from you? How did you handle that?
- ☐ What is your favorite part of your day?
- ☐ What are your goals for the next year? 3 years? 5 years?



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Our goal at Seeds Training Group is to train, support and motivate early childhood professionals.

Will you be one of them? Join us and see what other providers are talking about!

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