



Interview Guide (Assistant Director)

Candidate Name				
Position Title	Assistant Director			
Interview Panel Name (s)				
Interview Date				
Step	Overview of the Interview			
1	<p>Open the interview</p> <ul style="list-style-type: none"> Welcome the candidate, make them feel at ease, introduce interviewers and their roles, offer something to drink <p>Mention the timeframe for the interview</p> <ul style="list-style-type: none"> The interview will take approximately 1.5 hours, if you don't understand a question or need a break let us know <p>Explain goals for the position and the purpose of the interview</p> <ul style="list-style-type: none"> The Assistant Director reports to the Executive Director and is responsible to support the organization's achievement of its mission and organizational objectives. The Assistant Director is accountable to act as the Executive Director at times when the Executive Director is absent from the centre. The Assistant Director assists with the implementation of policies and programs related to child development and care, human resources, enrollment and finance, equipment and facilities, family and community relations, and record keeping. The purpose of the interview is to determine whether there is a match between your interests and qualifications and the position we seek to fill. 			
2	<p>Work-related experience and employment overview</p> <ul style="list-style-type: none"> We will start by asking you to spend a few minutes talking about your current and prior work-related experience. 			
3	<p>Conduct interview</p> <ul style="list-style-type: none"> We will ask you about work situations where you played a key role. We would like you to focus on situations that occurred within the past year or two as it is more reflective of how you work today and easier to recall that earlier events. 			
4	<p>Candidate questions</p> <ul style="list-style-type: none"> After we have asked questions we will give you an opportunity to your own questions or add additional information that you consider important for us to know. 			
5	<p>Close the interview</p> <ul style="list-style-type: none"> Thank the candidate for their time and interest; tell candidate when you expect to give them an answer, decisions, reference checking, etc. 			
6	<p>Evaluate the candidate</p> <ul style="list-style-type: none"> Evaluate the candidate's response immediately after the interview and complete the scoring summary. 			
Candidate Evaluation Summary				
	0 Skill Not Demon- strated	1 Developing Required Skill	2 Meets Required Skill	3 Exceeds Required Skill
Diploma in Early Childhood Education and proof of Level II certification from DCS				
Minimum of five (5) years demonstrated proficiency in child care standards of practise in a licensed child care setting				
Current First Aid and CPR Certification; Child Abuse Registry Check; Criminal Record Check				
Record Keeping				
Finance				
Human Resources				
Child Development and Care				
Family and Community Relations				
Equipment and Facilities				
Professional Relationships; Personal and Professional Development				
Regulatory Knowledge				
Skills, abilities and personal characteristics (two questions)				
Self-confidence, maturity and professional communication and appearance				
Total (add columns to reach a total score ___ / 40 or build weighting if preferred)	/40			

Do not pursue
 Pursue to reference checks
 Place on hold
 See comments on final page

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Created by Human Resources Shared Services Partnership

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Step 3 – Conduct Interview using Behavioural Incident-Based Questions

This step of the interview will ask questions that require the candidate to provide specific examples of situations where he or she used key skills and abilities that are necessary for this position. The Behavioural Event Interview (BEI) is the most reliable form of interview and it is based on the principle that recently demonstrated behaviour in a given situation is most predictive of how a candidate will perform in future.

- 3. Describe your current or most recent paper child care centre filing system? Describe your current or most recent electronic child care centre filing system?**
OR Describe your understanding of maintaining files to meet licensing inspections? Tell us about a time when you needed to prepare for an announced inspection and the steps you undertook to ensure that your centre was in full compliance?

(Record Keeping: Listen for and assess experience participating in maintaining complete and accurate HR files in accordance with licensing requirements to insure successful licensing inspections; tracking all staff training and development and related budgets; supervising ECE records to ensure accurate and timely compliance with legislation and regulation (attendance, accident and incident reports, cleaning procedures, ill health, medical procedures and administration of medicine, children’s records, maintenance, safety checks, child’s daily log, daily communication log and daily program planning book)

- 4. Tell us about a situation when you overcame a significant obstacle or challenge to ensure your centre achieved its enrollment targets? What other measurements have you been responsible for?**
OR Tell us about a significant work related purchase that you made and the steps you went through to ensure you purchased the right equipment or materials at the best possible price?

(Finance: Listen for and assess experience in coordinating revenue and expenditures; active management of enrolment and wait list of potential customers; timely and accurate processing of subsidy claims; ordering equipment, materials or supplies in a time and cost effective manner)

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For Step 3: A guideline on how to structure a behavioural interview question is to ask the candidate the interview question and then use the supplementary questions below to gather details:

- *Ask the question and listen to the response.*
- *S – Situation: Briefly describe the situation*
- *T – Task: What were you trying to achieve?*
- *A – Action: What did you do to achieve your results?*
- *R – Result: What were the results?*

5. Describe a time when you had higher than usual staff turnover and how you managed to ensure coverage ratios?
OR Tell us about how a time when you used problem solving skills to help an employee improve his or her attendance at work?

(Human Resources: Listen for and assess experience in supervising staff in the absence of the Executive Director; monitoring daily license ratios and ensuring compliance with regulations; updating and maintaining teacher list; and accessing teaching resources on an as-needed basis)

6. Tell us about a time when you were responsible to deliver or contribute to an early childhood program and the steps you took to ensure it was successful in the organization and work environment?
OR Tell us about a time when a child disclosed information that you felt compelled to act on to ensure the protection or safety of the child?

(Child Development and Care: Listen for and assess ability to facilitate the development and behaviour of children; develop, implement and evaluate programs; support the holistic development of children; meet health, welfare, nutritional and safety needs of children; and guide children's behaviour)

7. What role have you played in providing an inclusive environment for families at work? Give us a specific example that illustrates your abilities in this area.
OR Tell us about a time when you were successful in advocating for quality child care in your community?

(Family and Community Relations: Listen for and assess experience in maintaining and supporting community link; monitoring and reinforcing a family-friendly environment; forming collaborative partnerships with families; using community resources; advocating for children and families; providing an inclusive environment (communicating policies and supporting implementation under direction, monitoring staff compliance and providing accurate and timely feedback to employees as appropriate)

4

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8. Tell us about a time when you identified a workplace safety issue and how you approached handling it?
OR Tell us about a situation when you purchased or acquired child care play equipment to meet the needs of a child or children. What safety factors did you consider?

(Equipment and Maintenance: Listen for and assess experience in developing and maintaining a safe environment, operating and maintaining indoor and outdoor facilities; checking for hazards; monitoring cleanliness and sanitation in areas used by children)

9. Tell us about how you prepared for your most recent performance review? What highlights did you want to discuss with your supervisor?
OR Tell us about you approached a conflict with a co-worker?

(Professional Relationships and Personal and Professional Development: Listen for and assess experience in working as a member of a professional team; mentoring others; professional conduct; work/life balance; participation in professional development and advocacy for the profession)

10. Describe your knowledge of the following?

Ethical practices and attitudes of the Nova Scotia Child Care Association

Nova Scotia Daycare Act and Regulations

Nova Scotia Department of Community Services Food and Nutrition Standards

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Fire Inspection

Employment Standards Act of Nova Scotia

Occupational Health and Safety (including WHMIS)

Computer and technology related know how including word processing, spreadsheets, accounting software, presentation software, etc.

11. Tell us about a time when you were required to deal with an unexpected and time sensitive problem at work?

OR Tell us about a challenging parent concern that needed to be addressed by you and how you handled it?

(Skills, abilities and personal characteristics: Listen for and assess for above average verbal and written communications, interpersonal skills, ability to multi-task, time management, organizational abilities, flexibility, creativity, enthusiasm and patience)

12. Describe a time when you needed to provide corrective feedback to an employee, contractor or volunteer?

OR Tell us about a situation at work where you needed to constantly change your work schedule?

(Skills, abilities and personal characteristics: Listen for and assess for above average verbal and written communications, interpersonal skills, ability to multi-task, time management, organizational abilities, flexibility, creativity, enthusiasm and patience)

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13. What do you believe are the top three strengths that you bring to this position?

14. What are your priority development areas?

15. The salary for this position is X. Does this meet your annual salary expectation for this role?

16. From time to time, this position may be required to lift up to 60 lbs. Are you able to do so?

Step 4 – Candidate Opportunity to Ask Questions

Give the candidate an opportunity to ask questions about the job, the child care center, or any other relevant matter. Take notes on the candidate's questions.

What questions do you have for us?

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