



Interview Guide

(Cook)

Candidate Name	
Position Title	Cook
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 Cook is responsible to plan, budget, shop, prepare and serve balanced meals and snacks that meet the nutritional and medical needs of children. The cook oversees all kitchen operations; maintains safe, clean and sanitary facilities, and ensures safe food preparation, storage and disposal in accordance with accepted food handling practices, food safety regulations and child care food guidelines. The cook supports Centre philosophy, programs and policies to maintain a standard of care that contributes to the Centre's reputation for excellence.
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 it will be easier to recall that events in the distant past.
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 Not Demon- strated	1 Develop-ing Required Skill	2 Meets Required Skill	3 Exceeds Required Skill
Certificate in Cooking from a recognized college is preferred plus two (2) years of related experience or a minimum of four (4) years of experience and demonstrated proficiency.				
Current First Aid and CPR Certification; Child Abuse Registry Check; Criminal Record Check				
Child Development and Care				
Finance				
Equipment and Facilities				
Family and Community Relations				
Governance				
Record Keeping (two questions)				
Professional Relationships				
Personal and Professional Development				
Skills, abilities and personal characteristics (two questions)				
Self-confidence, maturity, professional communication and appearance				
Total (add columns to reach a total score ___ / 36 or build weighting if preferred)				/36

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

1

Step 3 – Conduct Interview using Behavioural Event 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. Tell us about a situation that shows your ability to plan nutritious meals or snacks for a group and at the same time, accommodate for a special dietary allergy?

OR Describe a time when you used your knowledge of allergies to prepare a menu?

(Child Development and Care: Listen for and assess experience or potential to supervise children and protect children from physical and emotional harm)

4. Tell us about a situation that you think shows your ability to care for children or protect them from harm?

OR Tell us about a situation that you think shows your ability to protect children from harm?

(Child Development and Care: Listen for and assess experience or potential to supervise children and protect children from physical and emotional harm)

5. Tell us about a time when you were responsible to maintain records that changed frequently? What skills or strategies did you use to maintain timely and accurate documents.

OR Describe tools or strategies you use to help you maintain good records and keep organized at work?

(Record Keeping: Listen for and assess experience participating in maintaining complete and accurate files for menus, temperatures, controls, child allergies, etc)

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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?

**6. Tell us about a time when you identified or prevented a food or kitchen safety concern at work?
OR Describe a time when a kitchen appliance malfunctioned and you needed to re-work your schedule to have a meal prepared on time?**

(Equipment and Facilities: Listen for and assess experience in ensuring a safe and healthy environment; assess risk and develop emergency procedures; respond to facility emergencies; manage health practices; ensure safe food handling; manage facility, site and equipment repair and maintenance; and ensure compliance with building regulations and codes)

**7. Describe a time when you helped a customer solve an issue or concern they had with you or your food service?
OR Tell us about a time when you were proud of how your work contributed to your employer's success?**

(Family and Community Relations: Listen for and assess experience in supporting or maintaining a family-friendly environment; supporting a culture of respect for families; and promoting family involvement)

8. 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 Agriculture Food Safety Regulations

Fire Inspection

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Employment Standards Act of Nova Scotia

Nova Scotia Occupational Health and Safety, including WHMIS

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

9. Tell us about a time when you needed to work on a team to meet a program or workplace need. What was your role, what did you do and what was the outcome?

OR Tell us about a time when you were required to deal with a conflict at work? What happened, how did you approach it and what was the outcome?

(Professional Relationships and Personal and Professional Development: Listen for and assess ability to work as a member of a professional team; professional conduct; work/life balance; participation in professional development)

10. Tell us about a time when you were required to use Canada’s Food Guide or the Department of Community Service Food and Nutrition Standards to develop a menu within a budget? What steps did you take to pay attention to details and ensure accuracy?

OR Tell us about a time when you needed to reduce your food budget while maintaining the existing menu quality standards?

(Finance: Creates and maintains all food-purchasing, inventory and turnover records; estimates requirements and expenses; ensures compliance with established budget)

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**11. Tell us about a time when you needed to change your plans at work on short notice?
OR Describe a situation when you needed to juggle several tasks at the same time? What were the tasks and how did you deal with the situation?**

(Skills, abilities and personal characteristics: Listen for and assess experience in multi-tasking, time management, organizational abilities, verbal and/or written communications, flexibility, diplomacy, creativity, enthusiasm and patience)

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

13. What are your priority development areas?

14. The salary for this position is \$X. Does this meet your annual salary expectation for this role?

15. This position requires the ability to lift up to 50 pounds. Are you able to safely and successfully meet this requirement? _____

16. This position requires the ability to stand for extended periods of time. Are you able to safely and successfully meet this requirement? _____

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