Interview Guide
(Early Childhood Educator – Level III)

Candidate Name
Position Title Early Childhood Educator – Level III (Degree)
Interview Panel Name (s)
Interview Date

<table>
<thead>
<tr>
<th>Step</th>
<th>Overview of the Interview</th>
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<tbody>
<tr>
<td>1</td>
<td>Open the interview</td>
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<tr>
<td></td>
<td>• Welcome the candidate, make them feel at ease, introduce interviewers and their roles, offer something to drink</td>
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<td></td>
<td>Mention the timeframe for the interview</td>
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<td></td>
<td>• The interview will take approximately 1.5 hours, if you don’t understand a question or need a break let us know</td>
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<td></td>
<td>Explain goals for the position and the purpose of the interview</td>
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<td></td>
<td>• The Early Childhood Educator (Level III) is responsible to provide a safe, caring and developmentally appropriate early learning environment for a class of children between the ages of four (4) months and twelve (12) years. The Early Childhood Educator (Level III) uses Centre philosophy, programs and policies to maintain and enhance a standard of care that contributes to the Centre’s reputation for excellence.</td>
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<td>2</td>
<td>Work-related experience and employment overview</td>
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<td></td>
<td>• We will start by asking you to spend a few minutes talking about your current and prior work-related experience.</td>
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<tr>
<td>3</td>
<td>Conduct interview</td>
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<td></td>
<td>• 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.</td>
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<tr>
<td>4</td>
<td>Candidate questions</td>
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<td></td>
<td>• 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.</td>
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<td>5</td>
<td>Close the interview</td>
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<td>• Thank the candidate for their time and interest; tell candidate when you expect to give them an answer, decisions, reference checking, etc.</td>
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<tr>
<td>6</td>
<td>Evaluate the candidate</td>
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<td>• Evaluate the candidate’s response immediately after the interview and complete the scoring summary.</td>
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Candidate Evaluation Summary

<table>
<thead>
<tr>
<th>Skill or Area</th>
<th>0 Not Demonstrated</th>
<th>1 Developing Required Skill</th>
<th>2 Meets Required Skill</th>
<th>3 Exceeds Required Skill</th>
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<tbody>
<tr>
<td>Grade 12 or equivalent; Bachelor Degree in ECE and proof of Level III ECE certification</td>
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<td>Minimum of four (4) years demonstrated proficiency in child care or equivalent</td>
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<td>Current First Aid and CPR Certification; Child Abuse Registry Check; Criminal Record Check</td>
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<tr>
<td>Child Development and Care</td>
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<tr>
<td>Record Keeping</td>
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<tr>
<td>Equipment and Facilities</td>
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<tr>
<td>Family and Community Relations</td>
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<tr>
<td>Professional Relationships</td>
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<tr>
<td>Personal and Professional Development</td>
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<tr>
<td>Skills, abilities and personal characteristics (two questions)</td>
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<tr>
<td>Self-confidence, maturity, professional communication and appearance</td>
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<tr>
<td>Total (add columns to reach a total score __ / 33 or build weighting if preferred)</td>
<td></td>
<td></td>
<td></td>
<td>/33</td>
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</tbody>
</table>

☐ Do not pursue ☐ Pursue to reference checks ☐ Place on hold ☑ See comments on final page
Step 2 – Overview of the Candidate’s Work Experience and Career Objectives

This step will provide you with an overview of the candidate’s career development and key job responsibilities. Developing an overview will assist you in probing for more information about the candidate’s knowledge and expertise as the interview proceeds. Starting with this overview question allows the candidate to relax and develop a rapport with the interview panel.

1. Please give us a brief 4-5 minute overview of resume including your work history and education, starting with your most recent position. Tell us briefly about each position, the key skills and accountabilities of each job, and how you feel these roles have prepared you for the job you are applying for.

(Listen for common workplace accountabilities, why turnover occurred in jobs, and potential gaps)

2. Tell us why you have applied for this position and how it fits with your overall career/work goals.

(Consider overall level of interest and fit with the centre philosophy, board and team)

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?
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 specific situation in which you were proactive in identifying and expanding on learning opportunities with a child with special challenges and the steps you took to ensure it was successful?**

   **OR** **Describe a routine based plan that you designed and implemented to address a specific child’s need?**

   *(Child Development and Care: Listen for and assess developing, implementing, enhancing and evaluating programs that facilitate the development and behaviour of children; supporting the holistic development of children; meeting health welfare and safety needs of children; implementing an inclusion policy, guiding children’s behaviour to support development and protecting children from physical and emotional harm)*

4. **Describe a time when you needed to use behaviour guidance with a child who was displaying undesirable behaviour. What was the situation and how did you handle it?**

   **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 developing, implementing, enhancing and evaluating programs that facilitate the development and behaviour of children; supporting the holistic development of children; meeting health welfare and safety needs of children; implementing an inclusion policy, guiding children’s behaviour to support development and protecting children from physical and emotional harm)*

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- **A** – **Action:** What did you do to achieve your results?
- **R** – **Result:** What were the results?
5. Give us an example of a time when you acted as a resource and contributed to the enhancement of child care curriculum at work?

OR Tell us about the different types of curriculum models you have used? Which one was most effective and why?

(Child Development and Care: Listen for and assess developing, implementing, enhancing and evaluating programs that facilitate the development and behaviour of children; supporting the holistic development of children; meeting health welfare and safety needs of children; implementing an inclusion policy, guiding children’s behaviour to support development and protecting children from physical and emotional harm)

6. Tell us about a time when you were able to balance a heavy work load which included the required documentation and records for children in your care. What skills or strategies did you use to maintain timely and accurate documents?

(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)

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7. Tell us about a situation when you purchased or acquired child care play equipment to meet the needs of a child. What safety factors did you consider?

OR Tell us about a time when you identified a safety concern in the classroom or playground and what steps you took to solve it?

(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)

8. Tell us about a time when you identified and accessed a family or community resource to improve the childcare program for a child or children in your care?

OR Tell us about a time when you adapted a program to be family and/or community centered?

(Family and Community Relations: Listen for and assess experience in creating a family-friendly environment; supporting a culture of respect for families; promoting family involvement; providing resources and referring families to external resources; creating and maintaining community links; advocating on behalf of quality early childhood education and care and establishing partnerships with external resources)
9. **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

__________________________________________________________________________________

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.

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

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- **A** – **Action**: What did you do to achieve your results?
- **R** – **Result**: What were the results?
10. Tell us about a time when you were required to coach or mentor an employee on using correct child care practices. How did you approach the problem, what happened and what was the outcome?

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

11. Tell us about a time when you were required to deal with a difficult and time sensitive problem at work? What happened, how did you approach it and what was the outcome?

OR Tell us about a challenging parent concern and how you approached it?

*Skills, abilities and personal characteristics:* Listen for and assess above-average multi-tasking, time management, organizational abilities, verbal and/or written communications, flexibility, diplomacy, creativity, enthusiasm and patience

12. Tell us about a time when you needed to change your plans at work due to repeated interruptions?

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

*Skills, abilities and personal characteristics:* Listen for and assess above average multi-tasking, time management, organizational abilities, verbal and/or written communications, flexibility, diplomacy, creativity, enthusiasm and patience

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- Ask the question and listen to the response.
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- R – Result: What were the results?
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 annual salary for this position is $X. Does this meet your annual salary expectation for this role?**

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

16. **This position requires the ability to lift up to 60 pounds? Are you able to safely and successfully meet this requirement?**

_________________________________________________________________________

**Step 4 – Candidate Opportunity to Ask Questions**

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

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

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- 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?
Step 5 – Close the interview

Thank the candidate for their time and interest. Tell the candidate they provided useful information.

Let the candidate know when you expect to give them:

- an answer, or
- a decision, or
- next steps (references, provide copies of certificates/education for employee file etc).

Interviewer Notes:

_________________________________________________________________
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_________________________________________________________________