

Lawful Interview Questions

- Place of residence (Make sure to ask why you need to know)
- Work status with the U.S. (Citizen, work visa, etc.)
- What foreign languages he/she can read, write, or speak fluently, if job related
- About his/her educational background
- About his/her work experience
- Questions about who referred him/her to your organization
- Reason for leaving last job
- Name and address of a person to be notified in case of an accident
- Goals related to this position

Unlawful Interview Questions

- Marital status
- Age
- Date of birth
- If interviewee is over age 21
- Religious preference
- Holidays observed
- For a photograph prior to employment
- For a list of clubs, societies, lodges, etc., to which interviewee belongs
- About physical or mental handicap, if not job related
- If spouse would object to interviewee traveling.
- Questions about spouse
- About pregnancy or family planning
- If interviewee owns home
- If interviewee has an established credit rating
- If interviewee has been arrested
- About the details of a conviction
- View of a religious, social, political, or racial issue
- To furnish proof of age by supplying birth certificate or baptismal record
- To list the names and ages of minor children or dependents
- Interviewee's height and weight
- Sexual orientation

Sample Questions

Center Coordinator

- Our Early Learning program provides education, health, nutrition, and social service services to ____ (number of) children and families at _____ (number of) sites. What experiences have most prepared you to work with a multi-faceted, interdisciplinary program?
- While the Center Coordinator may not directly supervise staff, s/he assesses the staffs' assets and challenges meeting program requirements, providing help when needed. How would you approach and implement this aspect of the job?
- Describe your experience as a trainer of groups or individuals. How do you adjust your training to meet the needs of a diverse group of people in terms of skills, needs, and life experiences?
- How would you work to enhance the program's collaborative relationships with community social service, mental health and parent development agencies?
- Our Early Learning program is committed to providing services based on family strengths and family support philosophy. What could you bring to our program to enhance our development in this direction?
- Early Learning families come from many ethnic backgrounds. Please describe your experience and some of the challenges you envision working with multi-ethnic, low income and non-English speaking families.
- Please tell us about a specific time when you were involved in planning with a team to meet the needs of a child, an adult or a family.
- What do you see as the most difficult aspect of working with team members? What strategies would you use to support collaboration and communication within a team?
- What do you see as the causes of poverty, and what are the most effective approaches to assisting families in moving out of poverty?
- What do you consider to be your typical problem-solving method? Give an example of a problem you solved using that method.
- Describe your experience juggling multiple projects at one time and how you handle the stress of trying to produce effective results.
- Describe any experiences that include working with an interdisciplinary team and how you would integrate health, social services and nutrition into an educational program.
During a review of program data you discover that a family support staff member either has not followed up on some very important agency referrals and/or has not recorded the information in her files. How would you handle this?
- How would you welcome fathers and men into the Early Learning center?
- How would you have the center be reflective of the families enrolled in the program?

Family Support Specialist/Family Advocate

- Describe your past work experience and education. Highlight the areas that make you a strong candidate for this position.
- Please discuss the difference between a “strengths” and a “deficits” approach in working with families. Please site an example from your work experience when you adopted a strength’s orientation.
- Imagine that you are making your fall home visit to a newly enrolled family. How do you talk with the parent about goal-setting and help her/him understand that this Early Learning program helps parents as well as children pursue new growth and achievement?
- What would you do if a child came to school with bruises?
- The Center Director makes a decision affecting your work with which you strongly disagree. What do you do and why?
- You have just been hired at Sleepy Day Early Learning Program, a community 15 miles from where you live. You do not know any of the community resources. How would you go about learning the social service resources available to families in the area?
- The Early Learning program performance standards allocate 90% of available openings to go to very low-income families. You have received 100 applications for the remaining 2 spots and according to selection criteria 5 of these families tie as being equally in need of service. How do you decide which of these 5 families to enroll?
- How would you involve father/father figures in the Early Learning Program?
- What would you do to welcome families from a variety of cultural backgrounds into the Early Learning Program?
- A parent calls who does not speak any English. What would you do to communicate with that parent?
- What techniques would you use to support goals parents set for themselves?
- Why are you the most qualified candidate?
- What is your experience with low-income families whose children have special needs? Identify what you believe these to be and tell us how you will meet these.
- Describe a family you have worked with, the staffing process you used, and the intervention developed. How do you know that what you did worked?
- How do you best support parents in Early Learning programs in dealing with the stressors in their lives?
- What purposes does a home visit serve, and how do you interact with parents at a home visit?
- A parent comes to the Early Learning Center and is very angry at you for something you did. What would you do and why?
- Describe a situation in which you helped a client deal with a crisis. Be specific about what you did and why.
- How does this position fit in with your personal and professional goals?
- Please respond to the following situation: On a particular morning you have planned to do a health screening procedure for the class. You plan to set up for it when you arrive at the center. When you arrive, there are two messages on your desk; one from a parent who wants to talk to you before class starts. How would you prioritize these tasks and why in that order?

- What will you need to think about when you plan your portion of the Early Learning program? How will you know if the program is effective?

Health-related Interview Questions

- How would you handle trying to do a health screening with a child who was not cooperative? Who does not speak English?
- All of the Early Learning program children are required to have a hematocrit, which is a blood test for anemia. You have arranged with a parent to have this done with her/his child at three different times, and the parent has missed this appointment. What do you do now?
- The Health portion of the Family Advocate position involves giving health education to parents and children alike. What area of health education would be important for parents of 3 and 4 year olds? Also, how would you prepare for or carry out the task of health education for a class of children (e.g., on issues like tooth brushing, hand washing, etc.)?

Lead Teacher

Personal Experiences/Skills/Attributes

- Describe your past work experience and education that relate to this position. Highlight the areas that make you a strong candidate for this position.
- What gives you the most satisfaction in your work with children and families?
- How do you stay current on issues on trends/developments affecting children and families?

Curriculum/Environment

- What role does the environment play in an early learning program? What do you consider as the important elements of the classroom and outdoor environments?
- This Early Learning program serves low-income children and families from many cultures. What is your experience working with children from low income families and those from cultures different from yours, particularly those who are English language learners? How does this affect how you plan your curriculum and environment?
- What do you think a 4 year old should be learning? How do you and your assistant help them learn these things?
- How do you plan for the classroom based on children's emerging interests?
- What are three things you would like all children to take with them when they leave your program?
- In what ways do you set the stage for positive behavior among children?
- You are sitting in the writing center taking dictation from a child. Two other children begin arguing over the computer and another child needs to use the bathroom across the hall. Describe how you would handle this?

Screening Assessment/Documentation

- What is the value of developmental screenings and on-going assessment of children?
- Based on observations and family input, "social interactions" is an area identified as a goal for a child. What are some ways you might plan for this goal?
- What are your strengths and challenges in tracking and documenting information such as parent contacts, observations of children and individual learning goals for children?

Working as a Team

- You suspect that a child may have a developmental disability. How would you work with co-workers, the child's family, and the local school district to best meet the needs of the child?
- What are three skills that an assistant teacher who is new to the Early Learning Program and to the field of early learning would need to learn? How would you go about teaching those skills?
- Describe the relationship you feel should exist between a teacher and the assistant teacher.
- How would you involve the assistant teacher in program/curriculum planning?
- What strengths do you bring to a program that depends on cooperative staff interactions and teamwork?

Parent/Teacher Relationships

- As a teacher, how do you promote family participation in the program?
- How would you involve fathers/father figures and other family members, including adults with limited English skills in your classroom?
- Describe how you have made families welcome and comfortable coming into your classroom, particularly families for whom English is a second language.
- What do you see as the value of home visits by the teacher?
- What do you see as the causes of poverty?

Assistant Teacher

- Tell us about your training and experience, and how it makes you a strong candidate for this position.
- What do you think four-year olds should be learning? How do teachers and assistant teachers help them to learn these things?
- What activities do you like best to do with children? What kind of activities do you least enjoy doing?
- How do you help children learn positive behavior and social skills?
- How can families be involved in the program and the classroom? Why is it important to the parents and to the child?
- You and the teacher disagree about something that happened in the classroom. What would you do?
- A child goes over to another child and does something to cause her to cry. You are setting up for lunch and the teacher is across the room with a small group of students. Describe what you would do.
- What would you do if you saw another staff person treating a co-worker, child, or parent disrespectfully?
- What are the values of written observations of children's abilities and skills?
- What strengths do you bring to a program that depends on cooperation and teamwork?
- Describe the relationship you feel should exist between a teacher and an assistant teacher.
- A child, who has been in the program for several months, is having a difficult time separating from the parent today. What would you do?
- What do you see as the causes of poverty, and what are the most effective approaches to assisting families in moving out of poverty?