

Early Childhood Education (ECE) Interview Information

Preparing for the Interview

- When interviewer calls you for an interview, write down his or her name, time, day, and location, plus ask them if you need to bring anything to the interview or if there will be any written test.
- Make sure you know how to get to the location and how long it is going to take to reach it on the day of the interview.
- If possible, get to know the interviewer's full name, the correct pronunciation, and his or her title.
- Research the daycare (try to talk to someone who knows the place, etc.) and the position (read through the job posting carefully).
- Review your qualifications, skills, and work experiences as they relate to the position.
- Think about possible questions that you may be asked. Reading the job posting will allow you to form these questions.
- Prepare answers for possible questions.
- Practice an interview with a friend or relative.
- Have your references completed. Make sure that your first two references are related to ECE. The third reference can be from another work experience or can be a personal reference.
- Contact your references ahead of time to let them know that you are going for an interview (mention details such as employer, job position, and key duties).
- Print out extra copies of your resume and make sure to print at least three copies of your reference sheet.
- Make sure your job portfolio is in order (a binder highlighting your ECE experience, e.g., photographs of items made, lesson plans, etc).

Day of the Interview

- Wear formal dress and be well groomed.
- Make sure to bring your extra resumes, reference list, and job portfolio.
- Arrive 10 to 15 minute before the scheduled time of your interview. This will give you a chance to relax, and to read any notice boards or information at the site.

At the Interview

- Greet your interviewer/s with a firm handshake and an enthusiastic smile.
- Wait for them to let you know where you should sit.
- Keep one resume in front of you in case you need to remind yourself of a skill or experience during the interview process.
- Answer each question concisely and show good eye contact. Focus on achievements relevant to the position.
- Use good manners, proper English, and avoid slang.
- Show you want the job with your interest.
- Be positive and avoid any negative comments, particularly about past employers.
- Listen carefully to what each question is asking for.
- Ask appropriate questions at the end.
- If you found that you forgot to mention a piece of information, briefly do so at the end of the interview, after you have asked your questions.

- Present your references after you have asked your questions. You may want to summarize who they are.
- Thank the interviewer and follow up with either a thank-you letter or card.

Interviewing Do's and Don'ts

Don't:	Do
<ul style="list-style-type: none"> • Be late • Smoke or chew gum • Wear shorts, caps or loud jewellery • Talk too much or ramble • Discuss personal issues or family problems • Be negative about your present or former employer • Take anyone with you • Apologize for lack of experience • Be critical or negative • Over-answer questions • Lie. Answer questions truthfully, frankly and succinctly. • Answer with a "yes" or "no" • Forget to bring copies of your resume and references • Answer cell phone calls during the interview • Tell jokes during the interview 	<ul style="list-style-type: none"> • Arrive 10 to 15 minutes early • Dress appropriately and conservatively • Know the name of the interviewer • Greet the interviewer with a smile and firm hand shake • Wait until you are offered a chair before sitting • Sit upright, look alert and interested at all times • Be a good listener and communicator • Look the interviewer in the eye while speaking • Be professional, positive, and enthusiastic • Speak clearly • Stress your skills, education, and experience as they relate to the job • Take time to collect your thoughts before answering each question • At the end of the interview, thank the interviewer and shake hands • Send a thank-you note or letter

Questions to ask at the interview

- How long is this position for?
- What are the work hours for this position?
- When will this position start?
- If the position is not permanent, are there any chances of the position becoming permanent?
- What is the ratio of teachers to children?
- When will you be notifying candidates of your decision?

Asking about salary and benefits

Ask this question after you have asked others. Possible way of saying this:

"The job posting did not include information on salary and benefits. I was wondering if you would be able to let me know the current range in salary and any benefits that your daycare offers".