

# Interview Guide

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# When you apply

## USE AN UP-TO-DATE RESUME

Research information about the company so that you understand more about their work environment, reputation, and services or products. You should have 10 skills that you are ready to list or discuss at the time of the interview.

Employers are often looking for:

- ECE Diploma or Degree
- Details about your availability
- Bilingualism (French or other)
- Experience working with multiple age groups and abilities
- Reliable access to transportation



**HOT TIP**



Make sure that your references are current and know that you are applying for jobs so that they are prepared to answer a call or email.

# Before the interview

## PRACTICE. PRACTICE. PRACTICE.

It is important to practice answering common interview questions, but not to the point that you sound rehearsed. Think of examples from your education or previous work experience that would help the employer understand of your skills and job-readiness.

## PLAN AHEAD FOR TRAVEL & TECH

Plan your route if you are driving or taking public transit to the interview. Leave yourself extra time and don't forget to check the weather.

Interviewing from home? Prepare a clean, bright, and professional space and test your camera and microphone.



**HOT TIP**



It's always a great idea to let those close to you know you're interviewing. It will help minimize interruptions!

# Getting dressed

## PICK OUT YOUR CLOTHES

Plan your outfit according to the weather and position you are applying for. Ironing or steaming your clothes and laying out your items the night before can be a time and stress saver!

- ✔ Polished and comfortable attire
- ✔ Professional footwear
- ✔ Collared shirts or nice tops with a jacket or blazer are preferred
- ✘ Perfumes, colognes or scented products
- ✘ Jeans or clothing with tears or distressing
- ✘ Wrinkles or stains



# Almost there...

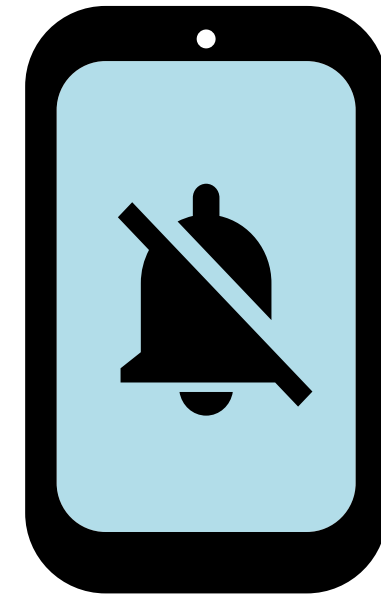
## FUELLED & READY TO GO

A little breakfast, coffee, or tea can go a long way when it comes to keeping you fueled, present, and at your best.

## ARRIVE & BE KIND

Hopefully your planning has worked and you arrive 10-15 minutes early. Head into the building and greet staff and other candidates that you have the chance to interact with while you wait. Just a simple nod or "hello" will do!

Don't spend too much time on your phone, or take personal calls while waiting.



## HOT TIP

Minimize distractions by ensuring your cellphone is turned off or set to silent or airplane mode before the interview!

# Starting the interview

## GREETINGS

Say hello and shake hands, if you are comfortable! If not, don't stress. Not everyone is shaking hands post-pandemic.

## GETTING SEATED

Take a second to get comfortable in the space. Raise or lower your seat if you need to and find an appropriate place for your handbag and coat.

Feel free to make a comment about the weather, or ask about the interviewers' day if it's taking you a second to get settled. Some small talk is appreciated.

# Answering Questions

## GIVE RELEVANT EXAMPLES

Give examples that highlight your skills and how they are relevant to the job you are applying for and don't be shy about pulling from multiple experiences, as long as they are listed on your resume.

## BRING IT BACK TO THE JOB

When an interviewer asks about your skills, interests, or experience, be sure to circle back and share why they are relevant to tasks and responsibilities you will be expected to tackle if the successful candidate.

## HOT TIPS

Before you answer a question, ask yourself if what you have to say is...

TRUE

HONEST

INSPIRING

NECESSARY

KIND

For behavioural-focused questions, you can break down your answer using the STAR method:

SITUATION

TASK

ACTION

RESULT



# Answering Questions

## HERE ARE SOME SAMPLE QUESTIONS:

- How do you approach creating a safe and inclusive learning environment?
- How do you plan and implement developmentally appropriate curriculum for young children?
- Give an example of a challenging situation you've faced in the classroom or care centre. What was the situation and how did you respond?
- How have you involved families and caregivers in their children's education?
- What do you do to stay current with best practices in early childhood education?
- How do you monitor and report on student progress in the classroom?



### HOT TIP



Never speak poorly of a previous employer. When asked about your previous employer or work experience, give context, describe your successes or contributions, and how you are not better prepared to work for this new company.



# Asking Questions

It is always great to ask questions of the interviewer when provided the opportunity.

Asking questions can help you:

- Get a sense of the workplace culture
- Understand opportunities for growth

Asking questions can help the interviewer:

- Picture you in the position
- Gain a deeper understanding of what your values are
- Be assured that you are prepared, qualified, and willing to grow

## SAMPLE QUESTIONS:

What is your favourite part about working for \*company\*?

What are some challenges I may face in this position?

What opportunities will I have to work with my supervisor to discuss my success and any room for improvement?

Do you have any questions about my experience or qualifications?

Who will I be working with if I am the successful candidate?

# Follow Up

Send your interviewer a note thanking them for the interview and indicate that you're happy to follow-up on anything they require.

Notify any references of your interview should they confirm that references will be contacted.

**THANK YOU!**

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