



# Tips and Hints for Effective Interviews

## Components of an Interview Process

### **Application & Writing Samples:**

The application is an important first step in the hiring process as it gives you the opportunity to learn a great deal about the potential new hire. Your application should provide you with an idea of how that person's past employment history looks, as well as their writing style. Remember, how a person writes on an application is a good example of how they will be communicating with your parents.

### **Informal & Formal Assessments:**

Each potential hire should go through an informal and formal interview process. The informal portion of the interview is where no predetermined questions are asked, in order to remain as open and adaptable as possible to the interviewee's nature and priorities. During this portion of the interview, the interviewer does their best to "go with the flow." Although gathering information through an informal process is important, it is also important to conduct a formal interview. This portion of the interview is planned out, and you will have a set of questions that you ask each potential candidate. It is not a bad idea to have a series of questions ready to ask, as well as a couple of situational questions such as "if this happened what would you do? "

### **Center Tour**

Once you have completed the informal and formal interviewing process and decided the applicant has potential, it is a good idea to give them a tour of the center. By allowing them to tour the facility, they will have the opportunity to develop more questions which may ultimately decide if they are the right fit for your organization.

### **Classroom Observation & Peer Interview:**

It is always a good idea to put any potential new hire into the classroom setting for a while and give them the opportunity to observe what they will potentially be doing. This is a good opportunity for one of their peers to interact with them and give you feedback. Make sure the teacher whose class you are placing them with is aware of the situation and will keep the interviewee engaged in the classroom, and ask questions of their own. This way they can give you honest feedback on how they feel the potential employee will perform if hired.



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**There are some quick and easy things you can do to help you to find a great person to join your team.**

- First, make sure you know what kind of person you need in your business. Be very clear about skills, attributes and traits that are required for the role in question. Make sure you know what makes a successful employee in your business and try and find a new employee that fits that model.
- Make sure you have enough time for the hiring process. Often we are so busy that we are really desperate to find someone to do the job - but don't let that make you hire someone too quickly.
- Check the persons references - even if you really like them as a candidate. You want to be sure that they are telling you the truth and you want to find out any possible issues before make any decisions. Check out [www.howtoreferencecheck.com](http://www.howtoreferencecheck.com) for more information.
- Use the feedback you have gained from your teacher who had the opportunity to speak to them without you present during the classroom observation. You will have a great feel for how they performed when you are not around, and an insight to how they will interact with co-workers