

INTERVIEW QUESTIONNAIRE

This document is intended to be a helpful guide, when interviewing childcare candidates – we hope you find it useful.

Read through the questions and cross out the questions you do not intend to ask. We recommend that you ask the same questions of each applicant.

It is advisable to have two stages to your interview process:

1. to ask the interview questions.
2. to view the applicant with your child or children

Which order you choose and if they take place in the same session or separate dates depends on your needs. Very often an applicant can perform very well in an interview but not interact with your children, as you would like.

The question part of your interview should last approximately 1 hour, however this can depend on how thorough the applicants answers are.

When arranging an interview, we recommend that you require the applicant to bring I.D. to include proof of address; an I.D. checklist can be found on the resources page.

First impressions – for your reference only

Point for consideration	Your notes
Date of interview	
Applicants name	
Was the applicant punctual?	
Was the applicant appropriately dressed?	
How did the applicant introduce themselves?	

Applicants name	
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Section 1 – Employment background

Questions	Your notes
What training / qualifications do you have?	
Why did you become a _____ Write your job title here	
What is it that you enjoy about the role?	
How long have you been working with children and what ages?	
Please talk me through your last position Include reason for leaving	
How much sole charge care have you provided and to what ages?	
Please add your own questions below	

Applicants name	
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Section 2 – Childcare philosophy

Questions	Your notes
What do you believe to be the 3 most important things you could do with a child?	
What is your approach to managing children's behavior?	
What would you do if you believed your employers were causing their child harm?	
What are your thoughts on cuddling the children you care for?	
How important do you feel it is for children to have opportunity to socialise?	
Please describe an ideal day caring for my child/ren	
Do you believe a child needs a routine, please describe?	
Please add your own questions below	

Applicants name	
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Section 3 – Care skills

Questions	Your notes
Please describe the safest way for my child to sleep	
How would you meet the nutritional needs of my child/ren? Include making up a milk feed if required	
Please describe how you would change my child's nappy?	
Please describe a bath time?	
How would you ensure the safety of my child/ren while you are out? Think about swimming	
Do you have a first aid certificate?	
How would you respond in an emergency? You could create a scenario that explores your situation/concern	
Please add your own questions below	

Applicants name	
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Section 4 – More about the applicant

Questions	Your notes
What is your approach to organisation and neatness?	
Do you have plans to further your qualifications?	
Where do you see yourself in 5 years time?	
What is your greatest achievement so far?	
Describe a mistake you made and what you learned from it	
Tell me about your hobbies and interests?	
Please add your own questions below	

Applicants name	
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Section 5 – The practicals

Questions	Your notes
What would you do if I/we called you to say I/we would be late home?	
Would you be available for additional baby sitting/weekend care	
Smoking Establish your rules	
Paying for activities Establish your system	
Cooking – will the applicant eat your food	
Would you accompany us on holiday to provide child care if required	
How will you ensure you arrive on time every day?	
Please add your own questions below	
Does the applicant have any questions?	