



Conducting an Effective Interview

Welcome!



YOU FOR YOUTH



Objectives

- Learn about the five steps of the interview process.
- Practice scenario-based interview questions and ideal answers.
- Review interviewing best practices.





Good Interviews

Think about times when you've been interviewed.

- What was the experience like?
- Did you feel the interviewer was prepared?
- Were the questions relevant?
- Did you feel like the interviewer came away with a clear picture of you and your skill set?

Steps in the Interview Process



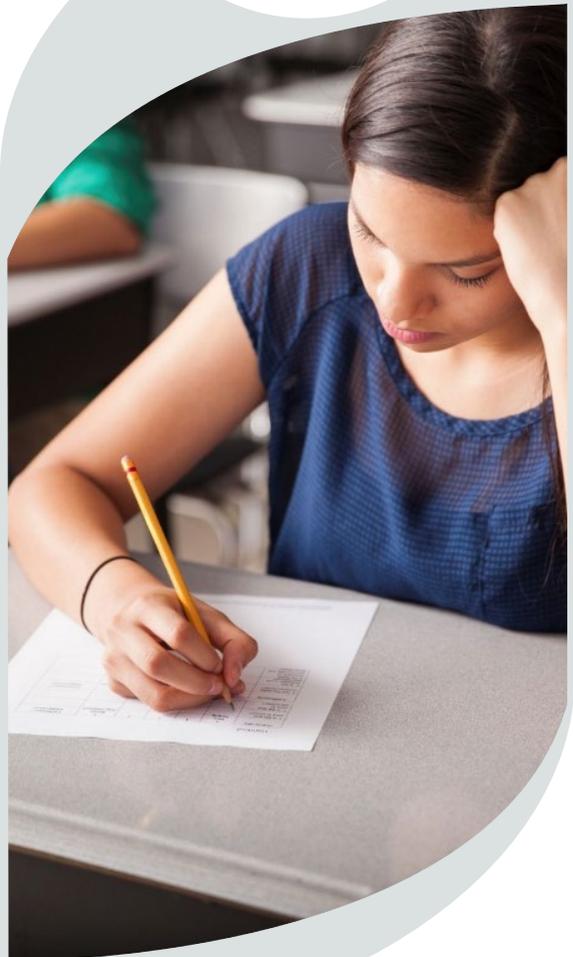
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- Preparation
- Screening
- First-Round Interview
- Second-Round Interview
- The Job Offer and Notification



Preparation



Job Descriptions

- Review
- Edit

Interview Questions

- Scenario- and Experience-Based Questions
- Prioritize and Script

Candidate Evaluation

- Prerequisites and Qualifications
- Interview Rubric

Timeline

- Notification
- Hiring

Understanding the Job Description

Practice



Site Instructor Sample

- Edits
- Additions
- Cuts
- Prioritization



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Sample Job Description

Site Instructor

Job Title: 21st Century Community Learning Centers Program Site Instructor

Wage/Hour Status: XX

Reports to: Site Coordinator

Pay Grade: XX

Dept./School: Community Services

Date Revised: 01/XX

Primary Purpose

Under general supervision, with considerable responsibility, and according to established guidelines and lesson plans, supervise an assigned group of children. Help to provide the necessary physical and emotional care and carry out developmental activities. Help to develop goals for the children, plan activities and evaluate each child's progress. Responsible for communication with parents and recruiting students to the program.

Qualifications

Minimum Education/Certification

- High school diploma or GED (at least 18 years of age)

Special Knowledge/Skills



Screening



Resume & Application Review

- Content
- Grammar and spelling
- Experience

Pre-Interview Questionnaire

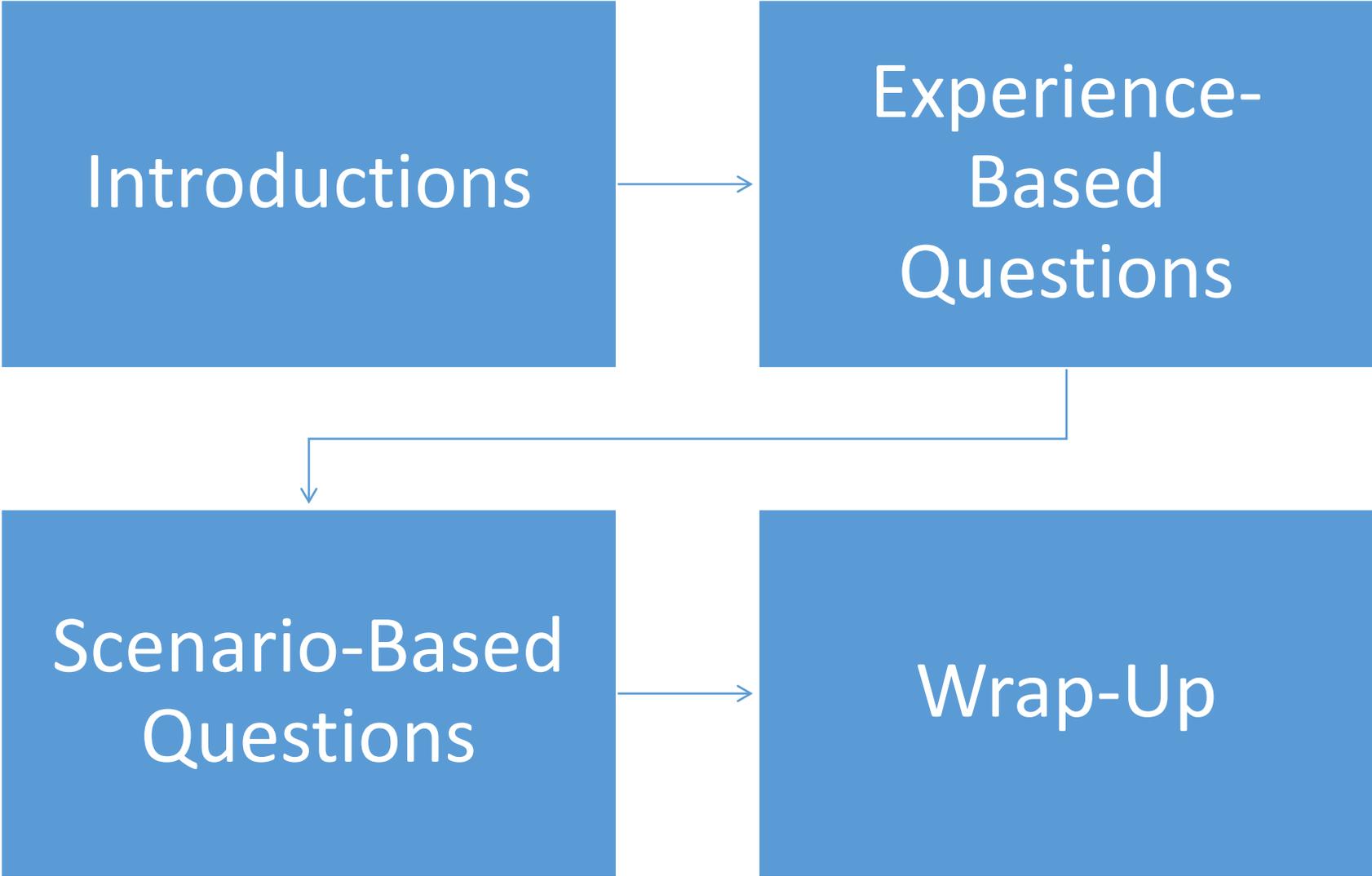
- Writing ability
- Clarification of experience
- Recruiting questions

Phone Screening

- Verbal communication
- Clarifying questions



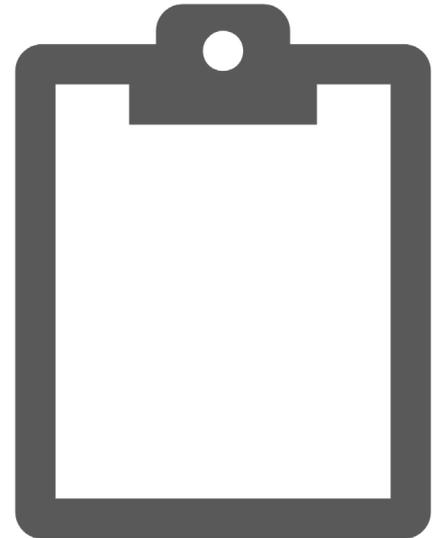
First Interview



Scenario-Based Questions Practice



- Pair up within your groups.
- Take turns asking and answering the scenario-based questions from the worksheet.
- Switch.



Evaluating Candidates



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Interview Rubric

Use this rubric to score candidates during interviews. This is especially useful when multiple staff members are conducting interviews. The first two categories have been pre-filled; modify the remaining columns to fit the core competencies of the position and your program's interview process.

Name: _____

Date: _____

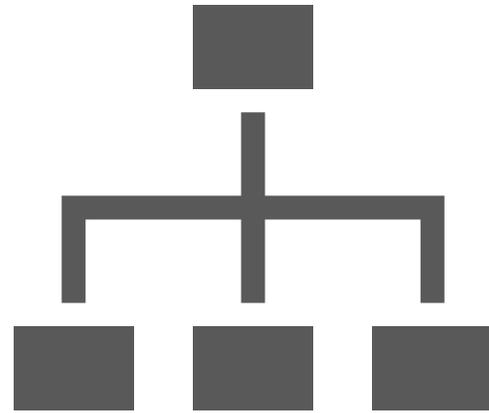
Interviewed By: _____

Position: _____

	3	2	1	Notes
Communication	Speaks clearly; answers all questions confidently; provides strong examples of valuable communication with parents and other staff.	Speaks somewhat clearly; answers most questions confidently; provides some examples of valuable communication with parents and other staff.	Does not speak clearly; does not answer questions confidently; does not provide examples of valuable communication with parents and other staff.	



Second Interview



Leadership Positions



Group Interviews

Interview Best Practices



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- Meet with the interview team beforehand.
- Watch for red flags.
- Manage the interview.
- Reframe follow-up questions for clarification.
- Keep the interview legal.
- Keep candidate information confidential.

The Offer



Consider:

- Applicant rankings
- Hiring timeline
- Paperwork
- Training

Next Steps



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- What are some of the challenges you have had when hiring in the past? After today, what will you change?
- What support do you need to make better hiring decisions?

