

# INTERVIEW QUESTIONS - CHILDCARE OFFICE ADMINISTRATOR

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**1. Tell me about yourself and your experience in child care.**

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**2. What are your credentials?**

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**3. What is your knowledge/experience with Childcare licensing and regulations?**

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**4. How would your coworkers at your current job describe your interaction with them?**

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**5. Why are you leaving your current employer? How would your current boss describe your work and contribution?**

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**6. In a team environment what role do you usually take on?**

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**7. Describe how you work with co-workers who have different personalities/working styles?**

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8. Why do you want to work at \_\_\_\_\_? What do you know about \_\_\_\_\_?

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9. Why do you think that you are a good fit for this position?

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10. Tell me what you feel your strengths are?

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11. Tell me what areas you feel you could use improvement in? (Weaknesses?)

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12. Describe your organizational skills and your ability to multitask

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13. Describe your technology skills. What daycare software programs have you used?

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14. What three things do you need to be successful in this job?

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**15. How would you handle an upset parent situation?**

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**16. What do you feel is challenging about working in daycare (of a large centre)?**

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**17. What do you find rewarding?**

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**18. What is your availability and if you were offered the position when would you be available to start?**

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**19. Where do you see yourself in 5-10 years?**

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**20. What is your wage expectation?**

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