**Guidelines for Hiring Afterschool Staff**

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*Here you will find suggestions that will guide you in your selection*

*or creation of interview questions appropriate for your program*.

* The Afterschool program staff interview should consist of 8-10 questions.
* Provide the candidate with the opportunity to ask questions at the end of the interview.
* Also, ask the candidate to provide professional references.
* Refer to licensure policies and school policies regarding background checks for staff working with students.

**Program Staff Interview Questions**

* Describe your background, education and career experiences.
* Do you have any experiences working with after school programs?
* Why are you interested in this position?
* How do you build relationships with the students you work with?
* What types of classes or activities can you offer?
* What is the maximum number of participants that you can have in your class or activity?
* How do you set behavior expectations with students?
* How would you respond to a student who does not follow directions?
* What techniques to you use to motivate students to learn?
* Describe a time you have taught social skills.
* Describe a time you have worked or volunteered in a teamwork environment.
* What languages do you speak?
* Are you certified in CPR? First Aid? Other certifications?
* What are your strengths? Weaknesses?
* What is your availability before and after the school day?

**Tips of Hiring Staff from current Afterschool Directors:**

* Always have a back-up plan.
* Look for staff who are energetic, passionate, kid-friendly, creative and committed.
* Recruit the teachers who have a great rapport with the students.
* Hire based on the program’s needs, not on the applicant’s needs.
* Seek diversity and those who are flexible.
* Make sure you are clear on your expectations and the expected duties upfront. » Be sure to check their references.
* Sometimes you never really know someone until three months into it – don’t be afraid to let go of those who are not working out.