



CHILD NUTRITION LEADERSHIP SITE
Educate. Elevate. Empower.

Job Aid Series: Interview Objectives

Selecting “the right person for the right job” relies on the interview process. An effective interview can provide the information needed to determine if the applicant should be hired. Confidentiality should be maintained throughout the interview/hiring process. Before the interview, create a set of objectives related to the position and then create interview questions based on the interview objectives.

First Objective

An interview focuses on the technical aspects of the job. Does the applicant have the knowledge and skills to do the job, or can they learn them? Some programs administer a test to job applicants. The test must be fair, objective, and administered equally to all applicants. Board and district policies will define the testing process and procedures.



Second Objective

Address work history and performance. Other desirable characteristics might include education, professional experience, notably high-performance levels or achievements in other jobs, and any certifications applicable to school nutrition. Generally, the best predictor of future performance and behavior is past performance and behavior.

Third Objective

Interact with other employees. For example, the most gifted and talented baker is a poor fit for the organization if they cannot get along well with others or is not friendly to customers.



Reference

Institute of Child Nutrition. (2022). Introduction to school nutrition leadership: Instructor's manual. University, MS: Author.

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