

## SCREENING & SELECTION CHECKLIST

### 1. Resume Review

#### Steps :

- Evaluate candidates' resumes for relevant experience, qualifications, and skills.
- Look for consistency, professionalism, and attention to detail in formatting and content.
- Determine if candidates meet the basic requirements outlined in the job description.

### 2. Interview Preparation

#### Steps :

- Schedule interviews in a timely manner, respecting candidates' availability.
- Prepare interview questions tailored to assess candidates' suitability for the position.
- Ensure all interviewers are familiar with the job requirements and evaluation criteria.

### 3. Interview Process

#### Steps :

- Conduct structured interviews to gather relevant information consistently.
- Use behavioral questions to assess candidates' past experiences and behaviors.
- Pay attention to candidates' communication skills, professionalism, and cultural fit.





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## 4. Reference Checks

### Steps :

- Contact provided references to verify candidates' qualifications and character.
- Ask specific questions related to candidates' performance, reliability, and interpersonal skills.
- Document reference feedback accurately and objectively for future reference.

## 5. Background Screenings

### Steps :

- Perform background checks as required by camp policies and legal regulations.
- Verify candidates' criminal history, driving records (if applicable), and professional licenses.
- Ensure compliance with privacy laws and obtain candidates' consent for background checks.

## 6. Assessment and Decision

### Steps :

- Evaluate candidates based on predefined criteria and job requirements.
- Compare candidates' qualifications, experience, and potential contributions to the camp.
- Make informed hiring decisions considering all relevant information gathered throughout the selection process.

## 7. Offer and Onboarding

### Steps :

- Extend job offers to selected candidates promptly, outlining terms and conditions of employment.
- Provide clear instructions for the onboarding process, including required paperwork and orientation sessions.
- Communicate with candidates throughout the transition period to ensure a smooth and positive experience.







# INTERVIEW QUESTION BANK

- What motivated you to apply for a position at our camp?
- Can you describe your previous experience working with children in an outdoor setting?
- How do you handle challenging behavior or conflicts among campers?
- What safety protocols would you implement in case of an emergency?
- How do you promote inclusivity and diversity within a camp environment?
- Can you provide an example of a team-building activity you have facilitated in the past?
- How do you ensure clear communication and collaboration among camp staff members?
- How would you handle homesickness or emotional distress among campers?
- What strategies do you use to engage campers in educational and recreational activities?
- How do you prioritize safety while still encouraging adventure and exploration?





## INTERVIEW QUESTION BANK

- Can you describe a time when you had to resolve a conflict between campers?
- Can you describe your approach to building rapport and trust with campers and their families?
- How do you handle challenging behavior or conflicts among campers?
- How do you promote environmental stewardship and sustainability within a camp setting?
- What do you consider the most important qualities in a camp counselor?
- How do you adapt your leadership style to meet the needs of different campers?
- How do you ensure that campers feel included and valued within the camp community?
- How do you handle disciplinary issues or rule violations among campers?
- What steps do you take to ensure that campers have a positive and memorable experience?
- How do you prioritize camper safety during off-site excursions or field trips?

