

INTERVIEW GUIDE

Applicant Name: _____ Date: _____

Interviewer(s): _____

Position applying for: _____

Review the following with applicant prior to conducting interview:

- Agency History
- Job Description
- Post-Offer Requirements and Background Checks
- Training required/provided
- Benefit Summary

Interview Questions:

1. Give me a general description of your work experiences/skills; explain how you feel they may have prepared you for the position you're applying for?

2. What is your current title and describe for me the duties and responsibilities you perform?

3. Why have you decided to leave your current position?

4. Tell me about your experiences working or otherwise, with developmentally disabled, mentally impaired or physically challenged individuals?

5. Describe to me how you have or would attempt to communicate with individuals who are unable to communicate verbally?

6. Describe a difficult situation you have experienced with a co-worker or person served and explain how you resolved the issue?

7. Tell me what you believe your greatest professional accomplishment is and why?

8. If you could change something about yourself, what would it be?

9. If hired, you would be required to attend all staff meetings and trainings, the meeting times may vary and may not be scheduled on a regular work day for you; will this present a problem for you? YES OR NO

10. Describe for me a situation where you were able to build morale or motivate a co-worker or direct report, who was not excited about and/or in agreement on their job assignment?

11. Tell me who was the best Supervisor you have worked for and why?

12. Give me three words that describe you as an employee?

13. Describe for me your ideal working environment?

14. As an employee what is very important for you to receive from your Employer? Your Supervisor? Your Co-Worker?

15. What is your Current Salary? _____ Desired Salary? _____

16. What hours are you available to work? _____

-----**REVIEW**-----

Briefly summarize this interview based on the applicant's past experience and attitude, as well as the position requirements.
