

From: **Best Personnel Practices in Parent Support Provider Programs**

**INTERVIEWING THE CANDIDATE**

The interview team must have questions to ask.

The interview gathers information that highlights the applicant's background, such as:

1. What attracted you to this position or organization?
2. What were your most satisfying work or volunteer experiences and why?
3. What are the three strengths or skills you believe prepares you best for this position?
4. What do you believe you will need the most in assistance or training if you are offered this position?
5. What did you like least about your last work or volunteer position?
6. What do you know or believe about the family-driven approach in children's mental health?
7. If you were given a magic wand to make changes in children's mental services in (this town), what changes would you make? Why?
8. Who was your best supervisor and why?
9. Have you ever had difficulty with a supervisor? How did you resolve the conflict?
10. How would you describe your work style?
11. What would be your ideal working situation?
12. What are your lifelong dreams?
13. What is your personal mission statement?
14. What is your greatest achievement at work or outside of work?

The team also can ask for information to determine how this applicant approaches their work, such as, motivational qualities and problem-solving abilities. These are behavioral interview questions and are more pointed and more specific than traditional inter-view questions. They probe at the applicant's work ethics. Examples include:

1. Tell us about a time when you had to give someone difficult feedback. How did you handle it?
2. Give us an example of a time you did some-thing wrong at work. How did you handle it?
3. What irritated you about a co-worker, and how did you deal with it?
4. Describe a decision you made that was un-popular and how you handled or implemented it.
5. Give an example of a goal you reached and how you achieved it.
6. Describe how you handled a situation in which you were required to finish multiple tasks by the end of the day, and there was no conceivable way that you could finish them.
7. Give an example when your schedule was interrupted and how you handled it.
8. What was the last project you headed up, and what was its outcome?
9. Give us an example of a time that you felt you went above and beyond the call of duty at work.

10. Give an example of an occasion when you used logic to solve a problem.
11. What criteria are you using to evaluate the organization that may offer you a position?
12. Can you describe a time when your work was criticized?
13. Have you ever been on a team where some-one was not pulling their own weight? How did you handle it?
14. Tell us about a time when you had to give someone difficult feedback. How did you handle it?

It is advantageous to require a computer writing sample as a good beginning test of computer literacy and to provide the interview team with a solid example of creativity, thinking and writing skills. Two possible questions that do not require prior knowledge:

1. How do you think we rate as interviewers? Explain how you came to that conclusion.
2. If you could choose one superhero power, what would it be and why?

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