



Sample Interview Questions

Directions: The lists below contain examples of questions you may use when interviewing possible staff. Select the ones that best fit your needs. An interview should include 8-10 questions. Be sure to leave time for the applicant to ask questions too. If you are interviewing more than one person for a position, it is a good idea to ask all candidates the same questions.

General Questions

1. What are your long-range and short-range goals and objectives?
2. What specific goals, other than those related to your occupation, have you established for yourself for the next ten years?
3. What do you consider to be your greatest strengths? Weaknesses?
4. What motivates you to put forth your greatest effort?
5. What two or three accomplishments have given you the most satisfaction? Why?
6. In what kind of work environment are you most comfortable?
7. How do you work under pressure?
8. What two or three things are most important to you in your job?
9. What have you learned from your mistakes?
10. Why are you applying for this job?
11. How much do you know about our after-school program?
12. What contributions do you see yourself making to this job?
13. Do you prefer to work alone or with others?
14. What have you done in the past that demonstrates your ability to work in a team?
15. What kind of people do you prefer to work with?

16. What motivates you?
17. What previous experience have you had working in after-school programs?

Questions for Managerial Staff

1. What is your style of management?
2. How would you go about seeking support for the program from local agencies? Local businesses?
Local government?
3. What are some things that you would do to make parents feel welcome at the program?
4. What do you think the goals of a Bricks-n-Books program should be?
5. How would you go about planning programming for the school year? For the summer?
6. What qualities would you look for in staff?
7. How would you describe the “ideal relationship with the program management”?
8. Other questions

Sample Interview Questions (continued)

Questions for Staff Offering Classes or Activities

Many programs look for staff to offer classes or activities. These people may be volunteers, teachers at the school, or employees of other agencies. You can use the following questions for these interviews:

1. What class or activity do you offer?
2. What do you hope participants will get out of your class or activity?
3. What is the maximum number of participants that you can handle in your class or activity?
4. How would you respond to a student who did not follow directions?
5. How would you respond to a student who was belligerent?
6. Why do you like working with young people? With at-risk youth? With adults?

Behavior-Based Interview Questions

The assumption behind a behavioral interview question is that past behavior predicts future behavior.

1. Tell me (us) about a time when you...
 - a) Delegated a project or job effectively.
 - b) Had to adapt to a new and difficult situation.
 - c) Had to make an unpopular decision.
 - d) Handled a difficult situation with a coworker.
 - e) Made a bad decision.
 - f) Showed creativity in solving a problem.
 - g) Worked effectively under pressure.
 - h) Had to handle multiple tasks at the same time.
2. If you won the lottery next week, how would your life become different?
3. What do you think are the most important things for young people to learn?
4. What was something you learned in school that has remained with you into adult life?
5. What is something you have learned in the last three years?
6. If at the end of the year, you found you had an extra \$2,000 left in the program budget, how would you spend it?