

Policy No: 412.02 R1
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Revised;

SUPPORT STAFF INTERVIEW QUESTIONS

Applicant's Name: _____ Interviewer: _____ Date: _____

(Identity) Tell us about yourself. Share your professional and or personal background.

(Qualities) What do you feel are three strengths and three weaknesses of yours?

(Stress) What causes you stress and how do you handle stress on the job?

(Style) How would you describe your work style and your way of approaching work?

(Order) How do you organize your job duties? Share with us your organizational skills.

(Effective) How do you know you do a good job when you receive no feedback?

(Image) What do "public relations" mean? Why should you promote the school?

(Tech) What technology programs could you use to be more effective in this job?

(Coop) How do you work with people when that is not in your job description?

(Relations) How do you handle individuals who want to visit with you for too long?

(Insight) How do you figure out what is more important and what is less important?

(Politics) How do you feel about a colleague promoting a personal cause at work?

(Pride) How can you tell when a person takes pride in their work? How do you?

(Budget) What are the most important qualities needed in a _____ ?

(Change) If selected for this position, how soon could you start to work?

(Past) Describe your previous experience, both the length and type.

(Private) Why is it important to keep information at school confidential?

(Questions) Do you have any questions about the job or the School district?