

(NAME OF EMPLOYER)
SAMPLE INTERVIEW QUESTIONS

Name of Candidate: _____

Date: _____

Interviewed by: _____

Background Information:

1. Provide a copy of the job description for the applicant to review.
2. Briefly, describe the position/s that needs to be covered.
3. Summarize the role of the Microboard/PCS/IF Agent and give a brief description of the person.

Work Oriented Questions:

1. Why were you interested in this position?
2. How would your education and previous work experience prepare you for this position?
3. What does community inclusion mean to you?
4. What does being a team player mean to you?
5. What are your work and education plans for the future?
6. Do you have any health problems that would interfere with your ability to do this job?
7. The focus of supports for the person we care about is _____.
What does this mean to you and how would you demonstrate this in the course of your daily work?
8. Since support will be provided in the person's family home, it is important that the rest of the family's privacy and day to day life is not disrupted by caregivers that come into their home.
What would you do to ensure that you are providing quality care to the person while respecting their family's need for privacy and space?
9. Relationships of all kinds are important to the person we support. What would you say are the critical elements of healthy relationships, and how would you demonstrate that in your work here?

10. Reliability of staff is essential to the individual we support. What do you think are the essential components of being reliable as an employee and how would you demonstrate that?

Personality Questions:

11. How would you describe your personality?
12. What interests, hobbies and knowledge do you bring to this position that would benefit the person we support?
13. What would you say are the three most significant strengths you bring to this position?
14. What are the areas in which you feel you need to grow?
15. How do you know you are under stress?
16. What do you do to relieve stress?
17. How do you think others see/perceive you? What are the qualities they are most likely to highlight?

Scenario Questions: (You may want to request the applicant to put some answers in writing to get a full picture of their skills.)

18. The person we support has many people in their life, i.e. family, friends, team members and other professionals. If you were to have a difference of opinion with one of these people, how would you resolve it? (Provide the applicant with an example.)

Can you give us an example of when you have had to do this in the past?

19. You have been asked to support someone in an activity you don't like or believe in (e.g. assist the person to attend a church you do not attend). How would you handle this situation?
20. Sexuality is part of normal development. How would you help _____ to develop a healthy attitude toward their own sexuality?
21. What would you do if a member of your team was not pulling their weight or did something you thought was wrong? Give us an example of when you have had to do this.
22. What would you do if the person you support is having challenging behaviours?
23. What would you do if your car broke down on the way to work?

Outline position and requirements:

1. Describe the hours and rate of pay.
2. Describe standard benefits and any optional benefits you may provide, such as sick pay and extended benefits.
3. Describe your pre-employment expectations, such as Criminal Record Check, First Aid, etc.
4. Ask the applicant if they have any questions?