



## **Manager & Supervisor Interview Questions**

### **Initial Screening Interview:**

*Provide applicant a copy of current job description to review prior to actual interview.*

1. Based on the job description, do you have any questions for us regarding the position?
2. Can you tell us why you want to work for this program and what makes you think you are suited for this type of work?
3. What experiences have you had supervising individuals and/or managing programs?
4. How do you think supervising paraprofessionals might differ from supervising professionals?
5. Could you please describe both your strengths and challenges that would relate to this job?
6. Describe a work situation with a colleague or subordinate, which you feel you handled poorly and tell us how you would handle it differently today.
7. Describe what supervisory style would describe you best.
8. What are your career goals and how would this job fit into them?
9. What are the keys to building a team that works well together?
10. What personality traits do you possess that would enhance your ability to supervise others?

*Explain that there will be a second interview scheduled, provided they are suitable for further consideration, and cover when they might expect to hear from you.*

*Describe benefits package, salary, etc.*

### **Second Interview**

1. Do you have any new questions for us regarding the position?
2. Why are you interested in this job? Why would you be a good supervisor/manager?

3. What experience have you had working with at-risk families?
4. Describe your experience caring for or working with infants and young children.
5. Describe a time you made a mistake in a job and how you handled it.
6. How would you advise a worker to respond if a participant told her she is pregnant, very unhappy and wants the worker's opinion as to what she should do?
7. Can you tell us what are the causes of child abuse/neglect and domestic violence?
8. How do you deal with your own stress and what suggestions would you have for home visitors in coping with their stress?
9. Describe your organizational skills. How well do you manage your time?
10. Under what type of supervision do you function best? Worst?
11. What did you like best about your most recent job? What did you like least about it?
12. Any final questions for us?

*Conduct a role play relevant to the position.*

*Provide the candidate with a vignette concerning a family and asked to write a progress note or a description of how they would approach the family.*

*Tell applicant when and from whom they should expect to hear regarding final hiring decision, and whom they could call if they have any questions or concerns.*