

## **FIRST INTERVIEW FOR CHOICE PROJECT RESEARCH ASSISTANT CANDIDATE**

**Candidate's Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Interviewer:** \_\_\_\_\_

You will be:

- Asking about the candidate's past experiences related to the critical competencies for this position
- Recording the candidate's responses
- Evaluating the candidate's responses
- Summarizing the candidate's strengths
- Making recommendations for the next steps
- Allotting time at the end of the interview when you will describe the position and answer any questions from the candidate

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Application/Resume review – Issues to follow-up on:

**1. Employment Experience**

A. Current position and dates of employment:

- Please describe the major responsibilities and duties of your current job.
  
- Why are you seeking other employment?

B. Previous position and dates of employment:

- Please describe the major responsibilities and duties of your previous job.
  
- Why did you seek other employment?

C. Previous position and dates of employment:

- Please describe the major responsibilities and duties of your previous job.
  
- Why did you seek other employment?

**2. Education/Certification Details:**



**Initiative/Learning Attitude:** Demonstrates self-motivation through action; pursues learning with drive and vigor; contributes useful ideas; is able to receive and provide feedback with equanimity.

1. Give me an example of an idea you came up with at work that you thought might make a process or procedure better.
  
2. Tell me about a time when things were slow at work. What did you do to keep yourself busy?
  
3. Give me an example of a situation when others knew more than you. How did you close the gap?
  
4. What would you expect from us to get you trained? What is your learning style?
  
5. Think of an instance when your manager gave you feedback on your job performance. How did this affect you? What do you wish your manager had done differently?

| Very Strong evidence skill is not present | Strong Evidence skill not present | Some evidence skill is present | Strong evidence skill is present | Very strong evidence skill is present | Insufficient evidence for or against skill |
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**Maintaining Composure/Flexibility:** Is tolerant of people and processes; can deal well with change and new information; keeps poised and professional in emotionally charged situations.

1. Tell me about a difficult interaction you experienced with a client/customer. How was your composure tested?
  
2. Describe a stressful situation you encountered at work. How did you handle the pressure?
  
3. Describe a sudden change you had to deal with at work. How did you react to it?
  
4. Has a policy or directive come down with which you really disagreed? What was it? What did you do?
  
5. Describe a time when you put your needs aside to help a co-worker understand a task. How did you assist them? What was the result?

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**Planning/Organizing/Multi-tasking:** Uses time and resources efficiently to accomplish work objectives; able to effectively manage numerous tasks, projects or events occurring simultaneously while maintaining order and communications on a daily basis; arranges information and files in useful manner; anticipates and adjusts for problems.

1. Tell me about a time when you were handling many different assignments at once. How did you organize yourself to handle this?
  
2. Describe how you go about planning each day's priorities.
  
3. Think of a time when you were busy with a task and someone asked you to do something else for them immediately. How did you handle this?
  
4. No one can plan ahead in every circumstance. Give me an example of a situation in which you did not plan your time as efficiently as possible.
  
5. Give me an example of a task that you had to perform on a regular basis. How did you ensure this was completed on time, every time?

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**Communication:** Able to present ideas clearly and effectively in written and oral formats; accurately documents activities; keeps people informed; ensures information conveyed has been clearly understood; possesses effective listening skills.

1. Describe a process or project you worked on in which you had to keep people informed. How did you accomplish this?
  
2. Give me an example of a time when you went out of your way to make sure the person you were communicating with truly understood your message. What did you do? How do you ensure that you accurately understand others' messages to you?
  
3. Tell me about a time when you had to communicate with someone you did not get along with.
  
4. How do you make sure that your work is free from errors?
  
5. Think of a situation in which you had to point out an error to a co-worker. How did you go about this?

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**Additional Questions:**

1. What is it about this position that interests you?
2. Does this position meet your salary expectations?
3. Are there any other skill sets or experiences you possess that we have not covered, but you feel are relevant to this position?