

## **SECOND 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 and answer any further questions from the candidate

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**Motivation/Punctuality:** What has made you feel excited about coming to work? When have you felt “down” or unfulfilled by your job? Were you on-time?

1. Of all your previous jobs, in which did you have the most meaningful experiences? Why?
  
2. When has your morale been the highest at work? Why?
  
3. What would your last supervisor or manager say about your attendance or punctuality? How many times would he or she say you were absent or late this year?

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

**Career/Ambitions:**

1. What do you consider your three greatest career achievements? Why did you pick them?
  
2. How have your past jobs prepared you for this position?

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**Flexibility:**

1. Have you worked in an organization that changed its policies and procedures frequently?
2. Has a policy or directive been applied by management that you disagreed with? What was it? What did you do?
3. How much stability would you like in terms of a fixed job description? How much have you had at other organizations? (this question is determining if the applicant can change with the position, should the position require it).
4. Give me an example of a time when you were given tasks to accomplish without advance warning.

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**Interpersonal Skills/Cooperation/Conflict Resolution/Work Pressure:** Relates well to all kinds of people at all levels within the organization; works well with others; finds common ground to resolve issues.

1. Would you rather work on a team or on your own?
2. Can you describe the person or people that you get along with best at your current position?
3. What is the most unpopular stand you have taken in a job? Please describe.
4. What problems do you feel are appropriate to bring to your manager? Give me an example of how you usually approach a manager with a problem.

5. What kind of performance feedback do you want and how often would you like it?
  
6. What should a manager do to minimize conflict at work? How much should he or she get involved in solving it? What if you were involved in the conflict?
  
7. What situations made you irritated or angry on the job?
  
8. What is a “pet peeve” you have had about an organization or an environment in which you’ve worked?
  
9. In past work situations, when have you felt most overwhelmed by work pressures? How did you react?

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**Attention to Detail/Ethical Behavior:** Trustworthy and demonstrates strong personal and professional values; able to conform to routine operations in manner consistent with existing protocol.

1. Have you had assignments that incorporated too many tiny details (i.e. processing statistics, categorizing material, and setting up forms? Give me an example.
  
2. Do you enjoy proofreading or correcting others’ work? Why, or why not?
  
3. Have you ever faced a situation when you had to take a longer way of doing something in order to adhere to proper professional standards? Please describe.
  
4. What would you do if you encountered a participant behaving in an unethical or inappropriate manner?

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**Assertiveness:**

1. Have you had to speak up recently to your boss or other who gave you work when it wasn't comfortable to do so? Describe the situation.
2. How have you minimized interruptions on the job?
3. How do you minimize the time you must spend receiving work instructions from people?

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**Independence and Initiative/Time Usage:**

1. How do you organize a typical work day.
2. How do you handle "down time" at work (times when the workload may be slower)? Please be specific.

3. Under what amount of supervision do you feel the most comfortable working? Why?

4. Do you prefer to juggle many activities at once, or to complete them one at a time?

5. How do you keep track of your own paperwork, schedules, etc? Be specific.

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