

Interview Process

Interview Preparation

Review application and resumé well in advance of the interview.

Ensure you fully understand the role needing filled and all of the requirements to do so.

Review benefits related to the position.



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Interview Process

Interview

Introduce yourself and anyone else sitting in the interview with you. Discuss the interview process.

Discuss the organization as a whole, the specific department in which the candidate is applying for, and the job position.

Discuss the benefits offered.

Ask questions. (*see Interview Questions tip card*)

Offer a tour at the end of the interview and discuss next steps.



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Interview Process

Interview Questions

Tell me about yourself.

What are traits/characteristics you look for in a supervisor?

How would you describe your work ethic?

Describe your strengths and weaknesses.

Why did you apply for this position?

What is one word your peers would use to describe you?

Avoid questions that include: Gender, Race, Ethnic Origin, Disabilities.

Source: shrm.org, Educational Programs



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Morale Committee

Participants should include a representative from each department – a variety of leaders and floor staff. Consider personalities and individuals who have expressed positive attitudes and are interested in growing with the organization.

The Executive Director should chair the committee to ensure the importance of this endeavor and to discuss budget and compliance “can do’s and cannot’s”.

Discuss the frequency of meetings and what is needed in your building. Weekly, bimonthly, monthly meetings?



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Morale Committee

Designate an individual to record meeting minutes.

Plan out events one month at a time to keep everyone on task and focused. Discuss materials needed to make the event happen. Consider how the team will notify the staff of upcoming events. Consider each department taking on events to spread out the responsibility and improve morale.

Each meeting should recap the previous event and discuss what went well and what did not.



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Employee Council

Utilize this council to solicit feedback from all programs and new initiatives you are putting into place.

Participants should include a representative from each department – a variety of leaders and floor staff.

Do not avoid criticism – the team should have the same goal: to improve the facility as well as recruiting and retaining the best employees.

Have fun with this council! Include food, treats, games, etc. Make it informal, but stick to your agenda. Keep the questions basic, like “what works”, “what doesn’t work?”



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Employee Council

The Executive Director should chair the committee.

Designate an individual to record meeting minutes. Don't forget to include minutes in routine QAPI meetings.

Keep the meeting under an hour to ensure productive conversations are occurring and everyone is staying on track with agenda items.

Plan the next meeting date and time. Discuss follow up items requested for the next meeting.



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