“INTERVIEW” PROCESS & QUESTIONS

During or before the “interview”, give the candidate and job coach a brief tour of the work area and potential work space. Show and describe some of the duties that the position may involve. Some candidates and/or job coaches may ask to sample particular tasks (when appropriate) by performing some of the duties. This is referred to as a “working interview”. This approach is an excellent alternative for candidates who are less verbal and will best represent their talents by “showing” you rather than “telling” you about them.

Please note: The “interview process” for supported employment candidates is more of an informal meeting rather than a structured formal interview.

The following questions can be used as a general guide:

1. Can you tell us a little bit about yourself?

2. In this job you would be ...(explain the kind of work she/he would be doing.) Would you like to do that kind of work? What do you like about it?

3. Have you done jobs like this before? If so, can you tell us about those jobs?

4. What did you like about those jobs (or other past jobs)?

5. Were there parts of those jobs that you did not like? What were they?

6. Why do you think you would be a good employee here?

7. If your supervisor gave you instructions that you did not understand, what would you do?

8. Is there anything else you would like to tell us about yourself?

9. What questions do you have about this job?