

SAMPLE INTERVIEW QUESTIONS

In each and every interview situation, there are common questions that will be asked. Don't wait until the interview to decide your response! Be prepared and think through your answers before you arrive. It may even help to write down your answers and practice with someone. Try to keep your answers brief, usually less than 2 minutes. Remember, **listening**, **confidence** and **quality of presentation** are the keys to successful interviewing.

SAMPLE INTERVIEW QUESTIONS:

1. Tell me about yourself.
2. Why are you interested in this agency?
3. How does the work in this organization fit your professional mission?
4. Why do you want this job? Why do you want to work for this organization?
5. What are your experiences with the (target population)?
6. What are your qualifications?
7. What kind of supervision do you expect?
8. How has your education / work experience prepared you for this position?
9. What do you hope to accomplish at this agency?
10. What would you like to learn here?
11. Have you done this type of work in the past?
12. What issues might you have with [adoption, for example]?
13. What schedule will work for you?
14. What are your career goals? For the next 5 years? The next 10 years?
15. What are some of your strengths? Some of your weaknesses?
16. How do you define success for yourself?
17. How do you plan?
18. What is your work style?
19. How do you work with others?
20. Tell me about a time when you had to juggle your regular responsibilities and deal with a sudden priority?
21. Are you a leader ... a follower?
22. Describe the process you go through in developing a [case plan, budget, workshop, contract, or marketing plan, for example].
23. What is your ideal position and career path?
24. Is there anything you would like to say to close the interview?
25. Do you have any questions? YES! You should always have questions!

Direct Practice Questions

1. What is your understanding of service delivery in [a particular field or region]?
2. Tell me about a time you were in a disagreement over a treatment plan.
3. What has been your experience with agency paperwork and how do approach it?
4. How will you deal with the dual-relationship issues of working in a small community?

Community Administration & Leadership Questions

1. What specific policy issues are you interested in?

Policy Questions

1. How do you handle shifting priorities and working in a fast-paced, pressured environment?
2. What is your experience with writing quickly, under pressure?
3. What do you do to keep track of a lot of information at once?

Program Development Questions

1. How would you go about locating community resources in a neighborhood in which you have no relationship?

SAMPLE QUESTIONS FOR YOU TO ASK OF AN INTERVIEWER:

1. What do you like best about working for this agency?
2. How often, and by whom will I be supervised? What types of supervision are available? Is consultation available?
3. Are there opportunities for professional development within and beyond the agency itself?
4. With what other staff members will the person in this position work [for example, marketing department director]?
5. What are the opportunities for advancement?
6. What do you think would be the most challenging experiences for a social work intern in your agency?
7. What do you think would be the most rewarding experiences for a social work intern in your agency?
8. Is the staff on call, and how is that handled?
9. How are expectations for students the same or different from those for agency staff?
10. What are the agency's service delivery strengths and weaknesses?
11. To what extent do students have opportunity to offer input into administration and planning?
12. What can I count on from the agency to assist me in my professional development?
13. What is the typical career path of social workers within this field/agency?
14. To what extent will I have the opportunity to network with other agencies, or other professionals in the field?
15. How would you describe the organizational culture of this agency?