Appendix E

Sample Interview Guide – (*Thank you to the Queens Family Health Team for sharing their guide.*)

Interview Questions

Interviewer: _____ Candidate's Name: _____

Date: _____ Score: _____/100

- Introduce Interviewers and roles – *TBD*
- Review interview process – *TBD*
- Overview of position and department (salary and accommodations to be discussed at end) – *TBD*
- If required, review resume and clarify questions with the candidate – *TBD*

Asked by:	Questions	Interviewer Notes:	Value	Score
TBD	Why are you interested in this position?		*15*	
TBD	Tell me about a time when you encountered a problem or challenge and how you fixed it? • [*Does their answer show problem-solving abilities, initiative, independence, and/or a systems-based solution?*]		*20*	

Asked by:	Questions	Interviewer Notes:	Value	Score
TBD	What experience do you have with data collection and analysis?		15	
TBD	Tell me about a time when you discovered a more efficient way to complete a task? (Alternatively, describe an innovative solution you developed in order to solve a problem.)		15	
TBD	This position requires you to be extremely detail-oriented and organized. Can you give an example of your skills in these areas? What do you do to stay on top of things and ensure that you're not missing anything?		15	

Asked by:	Questions	Interviewer Notes:	Value	Score
TBD	How would you (or others) describe your work ethic? • Look for things like initiative, independence, do they take direction well, etc.		*10*	
N/A	What is your level of experience with the following software and skill sets, ranking yourself, with 1 being novice to 5 being expert. • Word • Outlook (Email, calendar tasks) • PowerPoint • Excel Spreadsheets • Access • Writing skills/Crafting correspondence		*10*	

```
        /100
```

– TBD:

• Answer any questions from the candidate
• Request References
• Indicate timeline for final decision *(it is Department Policy to contact all candidates regardless)*