

AMERICAN INDIAN MODEL SCHOOLS
INTERVIEW QUESTIONS FOR CLASSIFIED

Candidate: _____ Interviewer: _____

Date: _____

1. Briefly tell us about yourself; including your work experience, training and education.

1 2 3 4 5

2. Tell us why you are interested in the _____ position. Why do you feel you are the best qualified applicant for this position?

1 2 3 4 5

3. Give us an example of a time when you have had to work on many tasks concurrently.

1 2 3 4 5

4. Tell us about your experience working with data systems and computer networks.

1 2 3 4 5

(over)

5. What do you think are the most important services that the _____
Department/School provides?

1 2 3 4 5

6. Rate your own computer literacy on a scale of 1 to 10 with 10 being the highest.
Describe the computer programs that you are familiar with.

1 2 3 4 5

7. Working in the _____ Department/School can be full of interruptions and
changing priorities. How would you ensure that legal deadlines are met without
compromising customer service?

1 2 3 4 5

8. What techniques do you use when dealing with difficult people?

1 2 3 4 5

9. _____ Services employees handle information about people that is sensitive and
confidential. Please tell us about your past work experiences that have required a hi level
of confidentiality.

1 2 3 4 5

TOTAL _____