

## Interviewing a Potential New Hire: Your Role as a Self Advocate

### Make a Plan

It is important to meet with the Supervisor or Human Resources before the person interviewing comes. You are working together as a team to conduct the interview.

Things to do before the interview:

- Know what position the person is interviewing for
- Know what the job responsibilities are for the position
- Know what the Supervisor or Human Resources is looking for in a new hire
- Review the person's resume and application
- Talk about the behavioral questions you want to ask
- Divide interview responsibilities
- Practice the role plays you will act out

### The Interview

#### 1. Starting the Interview

- "Welcome. Thank you for coming today. Take a seat and make yourself comfortable."
- Everyone should introduce themselves.
- "Tell me about your initial interview with our Human Resources Department."
- "What is your understanding of the position we will be talking about today?"
- "Let me tell you a little bit about the program and the position (provide realistic job preview)"
- "Tell me a little bit about your background and experience (resume review with applicant)."
  - Ask questions about their previous job and volunteer experiences

#### 2. Role Playing Scenarios

- "I would like to act out a couple of scenarios which could occur in the program to get an understanding of how you might handle them."
- Before acting out the scenario give the applicant background information on the role play.
- After the role play
  - "How do you think you did with the role play?"
  - Give the applicant your feedback. Did they help you solve your problem or did they give you the solution? Did you feel supported? Is there something they could have done better?

The role played scenarios should represent real situations or issues that might have happened in your life. Here are some examples.