## CLASSIFIED INTERVIEW QUESTIONS

## Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Why are you interested in this position?
2. What is your education background and work experience?
3. What do you think are your strengths in working with other adults?
4. How do you feel about our special education philosophy? (explain philosophy — all children can learn and should be provided the opportunity to learn)
5. What are some qualities you believe are necessary for this position?
6. How do you handle stressful situations?
7. What is your attendance record like from your present (previous job)?
8. (give a scenario regarding confidentiality) How would you respond to the person making the inquiries in this scenario?



1. This job requires a person to have several supervisors — how would you handle this?
2. What do you expect from this position?
3. What questions would you like to ask?

Regular Payment Methods

Classified employees shall be paid their contractual compensation each school year in not less than 12 substantially equal payments.

Salary checks for classified employees on a monthly pay schedule will be issued on the 20th day of each month. In the event a pay day falls on Saturday, on Sunday or on a holiday, the checks will be distributed the working day preceding the weekend or holiday.

InterviewerDate

**SEK Interlocal#637**

**VERIFICATION OF REFERENCES FORM**

Name of Applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Reference\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How well does this person work with children?
2. Did part of this person’s job involve clerical, health care, or computer experience?
3. How well did this person get along with others?
4. How did this person take directions and constructive criticism?
5. Did this person have to deal with high stress situations?
6. Did this person show initiative on the job?
7. Was this person capable of being flexible in the performance of his/her duties?
8. What kind of record did this employee have – absenteeism? - tardiness?
9. Would you employ this person again?