

**(SCHOOL DISTRICT)  
GENERAL INTERVIEW QUESTIONNAIRE**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I. INTRODUCTION:** Tell us about your background.

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**II. INTENSITY AND QUALITY OF WORK:** The individual is willing to devote a great amount of time and energy toward the fulfillment of personal and school responsibilities.

1. What are your personal goals in performing this job for the (School District)?
2. What do you think the goals of the school are for the individual fulfilling this job?

Rate high if personal goals reflect high standards in cleaning, working positively with others, all for the well being of students and staff.

Comments: \_\_\_\_\_

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**III. INTEGRITY:** The individual has a strong commitment to honesty and open communication with others.

1. Tell us of a time when you had to confront a person about something really difficult. How did you handle it and what were the results?
2. After you receive this appointment you determine there are staff members who are critical of your hiring. How will you deal with that situation?

Rate high if one-on-one communication, honesty, and integrity are evident.

Comments: \_\_\_\_\_

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**IV. POSITIVE RELATIONSHIPS:** Establishing and maintaining very positive, open and trusting relationships with others is evident. This person is caring and understanding and enjoys being with others.

1. How would those people who work with you or have worked with you, describe your ability to work with others?
2. If we were to question your former or current supervisor, would they report any work-related conflicts? If so, explain.
3. How would you resolve any conflicts with another colleague or your supervisor?

Rate high if individual provides solid evidence of a commitment to positive relationships. Confirm with current or past employers.

Comments: \_\_\_\_\_  
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**V. ATTITUDE:** Has a personal sense of values that focuses on the importance of people. While remaining supportive of others, this person does not compromise basic principles of right and wrong, good or bad. This person prizes loyalty to the organization in addition to a strong sense of personal integrity and honesty.

1. What does the term “loyalty to the organization” mean to you?
2. Do you possess a strong sense of personal integrity and honesty? Please explain.

Rate high if individual possesses a strong sense of personal integrity and loyalty to the school district.

Comments: \_\_\_\_\_  
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**VI. KNOWLEDGE:** The individual views the search for new information and the acquiring of a comprehensive knowledge of the work activity as essential.

1. What knowledge do you currently possess to be able to perform your job?
2. What skills or knowledge will you need to acquire to be very successful?
3. In what ways do you attempt to improve your skills and knowledge?

Rate high if individual is a learner, seeks new knowledge, and wants to be the very best.

Comments: \_\_\_\_\_  
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**VII. MISSION OF SERVICE:** The individual has a strong commitment to be of service to students, staff, and community; is supportive of the success of other people and the school district.

1. What role does the position you are applying for play in the preparation and success of students?
2. What does the term “service to others” mean to you?

Rate high if the candidate has a strong desire to be of service to others.

Comments: \_\_\_\_\_  
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**VIII. ADAPTABILITY:** The individual views the search for new information and the acquiring of a comprehensive knowledge of the work activity as essential.

1. How will you react to major changes in your work routine?
2. How would you react to a temporary placement in another assignment or temporarily being away from your duties knowing your things may go undone?

Rate high if flexibility and adaptability are evident.

Comments: \_\_\_\_\_  
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**IX. CLOSING:**

1. Are there any other things that you want to share?
2. Do you have any questions for us?

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