

Applicant: \_\_\_\_\_  
Interviewer: \_\_\_\_\_  
Date: \_\_\_\_\_

1. Presentation:

Of the three supervisor positions open, please pick the unit you desire to supervise the most. Then, given what you know or have gathered about the unit and what you know about Evidence Based practices, please examine what you identify as the unit's strengths and gaps in the area of Evidence Based Practices. Write a report on your findings and your vision for the unit. Then pick one gap area and be prepared to do a presentation on how you would go about making this improvement.

(Look for strategic planning, progressive and forward thinking, detail-oriented, ability to identify problems and solutions, observant, passionate and energetic, knowledge of EBP and ability to assess where the unit is at, honesty and assertiveness. In the presentation also look for communications style, charisma, delivery, ability to assess a unit's or agency's readiness for change.)

Role Play:

You are at the SMART Day Program staff meeting. A PO wants to phase a client up who is not yet in group. The PO says the client is doing well and it is not fair to hold him back just because there is no group available that accommodates his work schedule. The standard is that clients must be participating in Getting Ready or a cog group in order for them to be approved to be phased up. The PO strongly disagrees with this.

(Look for Sprit of MI and MI skills either natural or learned. Look for ability to roll w/ resistance rather than take resistance personally. Also look for the person's style, tone, empathy, body language, interpersonal skills and Leadership style)

- a. Open Question
- b. Reflection
- c. Affirmation
- d. ECT
  
- e. Closed Question
- f. Teaching
- g. Question/Answer
- h. Confrontation
- i. Other:

2. Part of you job responsibilities may be to audit LSI as well as assure for quality practices among the staff. Tell us how you have attempted to establish or support a culture of quality at work.

(Look quality standards, work ethic, conscientious)

3. Another part of your job will be to keep your unit progressive and on the cutting edge through Evidenced Based Practices. Tell us how you have advanced or supported Evidenced Based Practices in your job.

(Look for behavioral evidence of support and knowledge of EBP)

4. Part of your responsibility will be to evaluate the work of others. How do you evaluate yourself?  
(Look for quality standards, self awareness, self reflective, initiative, motivation, ambition, work ethic)

5. Describe the most difficult work relationship you encountered and how did you manage this relationship?

(Look for Leadership, professionalism, conflict resolution, objectivity, interpersonal skills, team work)

6. Tell us about a time you were able to step into a situation, muster support and achieve good results.  
(Look for Leadership, confidence, task follow-through, passion, enthusiasm, ability to motivate and influence a team.)

7. Describe for us a time you may have been disappointed in your behavior?

(Look for honesty, ability to be self-critical and self-reflective/introspective, self awareness)

8. Is there anything else you would like to tell us about your knowledge, skills and abilities that would be beneficial in this position?  
(Look for overall articulation, as well as the person's skills, knowledge and abilities that would be an asset to SSC and the district as a whole.)

**Can you perform the essential functions of this position with or without reasonable accommodations?**

Other Rating Areas for Consideration:

Communication Style:

Too Passive                      Assertive Too aggressive

Education:

BS      BS+      Masters      PHD

Area of Study: \_\_\_\_\_

Years of Related Experience: \_\_\_\_\_

Years of Service: \_\_\_\_\_

Years of supervisory/ Management Experience: \_\_\_\_\_

Please circle the following qualities or characteristics you see in this candidate:

|            |             |                              |                 |                 |               |
|------------|-------------|------------------------------|-----------------|-----------------|---------------|
| empathy    | fairness    | non-confrontational but firm | problem-solving | flexible        | genuineness   |
| creative   | charismatic | could build rapport          | integrity       | honest          | understanding |
| leadership | work ethic  | organizational skills        | ethical         | professionalism | visionary     |

Interviewer Observations/Comments: