CASE SUPERVISOR – 1ST INTERVIEW GUIDE

Candidate: ___________________________ Date of Interview: ________

Interviewer(s): ___________________________

1. What do you know about CASA?

2. What is your understanding of this position?

3. Give overview of program, history, mission, goals, funding sources, job description, typical duties, etc.

4. Tell me about your experience, education, and other qualifications.

5. Describe any experience you have that will enable you to supervise volunteers.

6. What are your strongest asses relevant to this job?

7. What are your weak areas?

8. In what type of position do you want to be in five year? What do your long-term career plans include?

9. How does this job fit into your career path?

10. What hours are you looking to work? What is your flexibility/availability regarding time? Explain hours/days of position, etc.
11. Describe any experience you have working as part of a team.

12. What does teamwork mean to you? How do you think it would apply to this job?

13. What type of supervision has worked for you?

14. Describe the ideal supervisor for your work style.

15. Describe a problem you’ve had with a supervisor.

16. What do you feel is the most important aspect of working with abusive parents?

17. What has been your experience dealing with the Montgomery County Department of Social Services or any other social services system?

18. What experience do you have supervising people of the opposite sex, people older or younger than you, of different cultural, racial and/or religious backgrounds?

19. How important do you feel it is to match a child with a volunteer of the same gender, race, socioeconomic and/or religious background?

20. Situation: How would you handle this? A volunteer tells you that the foster mother is never home when she tries to reach her (morning, afternoon, and evening) and the social worker is not returning her calls. The volunteer says, “I’m not doing any good on this case. I think I should just resign!”
21. Situation: One of your volunteers has come in for his monthly supervision for the first time in three months. He then tells you that he doesn’t have much to report because he has not seen the child in two months.

22. How would your current supervisor evaluate your writing skills?

23. How would you describe your work style? Are you more task-oriented or more process/people oriented?

24. Describe the last hour of a typical workday.

25. Do you have any questions?

26. What are your salary requirements?

27. When would you be available to being working should you be offered the position?

28. Ask for references, explain interviewing process, etc.

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