

Interview Guide

Topics	Line of inquiry	Elder qualifications
<p>Present Activities And Interests (optional)* Cover: Special interests and hobbies Civic and community affairs that are job relevant Health and energy</p> <p>*Personal information is optional and should be job relevant.</p>	<p>Ask: Things like to do in spare time? Extent involved in community? What kind problems might affect job performance? Circumstances that might influence job performance?</p>	<p>Look for: Vitality Management of time, energy, money Maturity and judgment Intellectual growth Cultural breadth Diversity of interests Interpersonal skills and interests Leadership Basic values and goals Situational factors</p>
<p>Summary of Strenghts And Shortcomings Cover: Strenghts (Assets)</p> <p>Cover: Shortcomings</p>	<p>Ask: What bring to job? What are assets What are best talents? What quailites seen by self or others? What makes you a good candidate for this position?</p> <p>Ask: What are some shortcomings or limitations? What areas need improvement? What qualities wish to develop further? What constructive criticism from others? How might you be a risk for FBC? What further training or exper</p>	<p>Look for: Plus (+) And Minus (-) A. Can do? Talents, skills Konwledge Energy B. Will do? Motivation Interests C. How fit? Personal qualities Social effectiveness Charcter X. Situation factors Y. Synthesis</p>
<p>Closing Remarks (Adapt to context) Cover: Dialogue; give information Review the Elders responsibilities and oportunities. Futher contacts to be made Course of action to be taken</p>		
<p>Cordial Parting (Spontaneous)</p>		