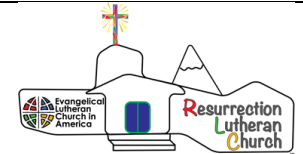




RLC Warming Shelter Interview Form



Candidate	Position Warming Shelter Staff	Interviewer(s) <input type="checkbox"/> Pastor Karen Perkins <input type="checkbox"/> Brad Perkins	Interview date
General employment questions <input type="checkbox"/> U.S. citizen or alien authorized to work in the United States. <input type="checkbox"/> 18 years of age or older. <input type="checkbox"/> Currently employed. <input type="checkbox"/> If currently employed, you may contact my current employer. <input checked="" type="checkbox"/> Minimum GED diploma or equivalent, and experience commensurate with requirements of the position. <input type="checkbox"/> Current food handler card (will provided, if needed). <u>Explanation of above, if necessary:</u> 		Specific employment questions <input type="checkbox"/> Ability to pass a criminal and sex offender background check (other RLC programs in facility). <input type="checkbox"/> Convicted of, or pleaded no contest to, any felony crime? <input type="checkbox"/> Not fully vaccinated for COVID-19? <input type="checkbox"/> Unable/willing to be fully vaccinated for COVID-19, if a condition of employment at the warming shelter? <input type="checkbox"/> Unable to wear a face mask while working at the warming shelter? <u>Explanation of above, if necessary:</u> 	
Question	Response / Notes	Commentary on question	
Tell us a little about yourself		If you're the interviewer, there's a lot you should already know: The candidate's resume and cover letter should tell you plenty, and LinkedIn and Twitter and Facebook and Google can tell you more. The goal of an interview is to determine whether the candidate will be outstanding in the job, and that means evaluating the skills and attitude required for that job. Does she need to be an empathetic leader? Ask about that. Does she need to take your company public? Ask about that. If you're the candidate, talk about why you took certain jobs. Explain why you left. Explain why you chose a certain school. Share why you decided to go to grad school. Discuss why you took a year off to backpack through Europe, and what you got out of the experience. When you answer this question, connect the dots on your resume so the interviewer understands not just what you've done, but also <i>why</i> .	

What are your biggest weaknesses?		Every candidate knows how to answer this question: Just pick a theoretical weakness and magically transform that flaw into a strength in disguise! For example: "My biggest weakness is getting so absorbed in my work that I lose all track of time. Every day I look up and realize everyone has gone home! I know I should be more aware of the clock, but when I love what I'm doing I just can't think of anything else." So, your "biggest weakness" is that you'll put in more hours than everyone else? Great... A better approach is to choose an actual weakness, but one you're working to improve. Share what you're doing to overcome that weakness. No one is perfect but showing you're willing to honestly self-assess and then seek ways to improve comes pretty darned close.
What are your biggest strengths?		I'm not sure why interviewers ask this question; your resume and experience should make your strengths readily apparent. Even so, if you're asked, provide a sharp, on-point answer. Be clear and precise. If you're a great problem solver, don't just say that: Provide a few examples, pertinent to the opening, that prove you're a great problem solver. If you're an emotionally intelligent leader, don't just say that: Provide a few examples that prove you know how to answer the unasked question. In short, don't just claim to have certain attributes -- prove you have those attributes.
Where do you see yourself in five years?		Answers to this question go one of two basic ways. Candidates try to show their incredible ambition (because that's what they think you want) by providing an extremely optimistic answer: "I want your job!" Or they try to show their humility (because that's what they think you want) by providing a meek, self-deprecating answer: "There are so many talented people here. I just want to do a great job and see where my talents take me." In either case you learn nothing, other than possibly how well candidates can sell themselves. For interviewers, here's a better question: "What business would you love to start?" That question applies to any organization, because every employee at every company should have an entrepreneurial mind-set. The business a candidate would love to start tells you about her hopes and dreams, her interests and passions, the work she likes to do, the people she likes to work with ... so just sit back and listen.

<p>Out of all the other candidates, why should we hire you?</p>		<p>Since a candidate cannot compare himself with people he doesn't know, all he can do is describe his incredible passion and desire and commitment and ... well, basically beg for the job. (Way too many interviewers ask the question and then sit back, arms folded, as if to say, "Go ahead. I'm listening. Try to convince me.") And you learn nothing of substance. Here's a better question: "What do you feel I need to know that we haven't discussed?" Or even "If you could get a do-over on one of my questions, how would you answer it now?" Rarely do candidates come to the end of an interview feeling they've done their best. Maybe the conversation went in an unexpected direction. Maybe the interviewer focused on one aspect of their skills and totally ignored other key attributes. Or maybe candidates started the interview nervous and hesitant, and now wish they could go back and better describe their qualifications and experience. Plus, think of it this way: Your goal as an interviewer is to learn as much as you possibly can about every candidate, so don't you want to give them the chance to ensure you do? Just make sure to turn this part of the interview into a conversation, not a soliloquy. Don't just passively listen and then say, "Thanks. We'll be in touch." Ask follow-up questions. Ask for examples. And of course, if you're asked this question ... use it as a chance to highlight things you haven't been able to touch on.</p>
<p>How did you learn about the opening?</p>		<p>Job boards, general postings, online listings, job fairs ... most people find their first few jobs that way, so that's certainly not a red flag. But a candidate who continues to find each successive job from general postings probably hasn't figured out what he or she wants to do -- and where he or she would like to do it. He or she is just looking for a job; often, <i>any</i> job. So don't just explain how you heard about the opening. Show that you heard about the job through a colleague, a current employer, by following the company ... show that you know about the job <i>because you want to work there</i>. Employers don't want to hire people who just want a job; they want to hire people who want a job with <i>their</i> company.</p>

Why do you want <i>this</i> job?		Now go deeper. Don't just talk about why the company would be great to work for; talk about how the position is a perfect fit for what you hope to accomplish, both short-term and long-term. And if you don't know why the position is a perfect fit ... look somewhere else. Life is too short.
What do you consider to be your biggest professional achievement?		Here's an interview question that definitely requires an answer relevant to the job. If you say your biggest achievement was improving throughput by 18 percent in six months but you're interviewing for a leadership role in human resources ... that answer is interesting but ultimately irrelevant. Instead, talk about an underperforming employee you "rescued," or how you overcame infighting between departments, or how so many of your direct reports have been promoted.... The goal is to share achievements that let the interviewer imagine you in the position -- and see you succeeding.
Tell us about the last time a co-worker or customer got angry with you. What happened?		Conflict is inevitable when a company works hard to get things done. Mistakes happen. Sure, strengths come to the fore, but weaknesses also rear their heads. And that's OK. No one is perfect. But a person who tends to push the blame -- and the responsibility for rectifying the situation -- onto someone else is a candidate to avoid. Hiring managers would much rather choose candidates who focus not on blame but on addressing and fixing the problem. Every business needs employees who willingly admit when they are wrong, step up to take ownership for fixing the problem, and, most important, learn from the experience.
Describe your dream job.		Three words describe how you should answer this question: relevance, relevance, relevance. But that doesn't mean you have to make up an answer. You can learn something from every job. You can develop skills in every job. Work backward: Identify things about the job you're interviewing for that will help you if you do land your dream job someday, and then describe how those things apply to what you hope to someday do. And don't be afraid to admit that you might someday move on, whether to join another company or -- better -- to start your own business. Employers no longer expect "forever" employees.

Why do you want to leave your current job, or did you leave your last job?		Let's start with what you <i>shouldn't</i> say (or, if you're the interviewer, what are definite red flags). Don't talk about how your boss is difficult. Don't talk about how you can't get along with other employees. Don't bad-mouth your company. Instead, focus on the positives a move will bring. Talk about what you want to achieve. Talk about what you want to learn. Talk about ways you want to grow, about things you want to accomplish; explain how a move will be great for you <i>and</i> for your new company. Complaining about your current employer is a little like people who gossip: If you're willing to speak badly of someone else, you'll probably do the same to me.
What kind of work environment do you like best?		Maybe you love working alone ... but if the job you're interviewing for is in a call center, that answer will do you no good. So take a step back and think about the job you're applying for and the company's culture (because every company has one, whether intentional or unintentional). If a flexible schedule is important to you, but the company doesn't offer one, focus on something else. If you like constant direction and support and the company expects employees to self-manage, focus on something else. Find ways to highlight how the company's environment will work well for you -- and if you can't find ways, don't take the job, because you'll be miserable.
Tell us about the toughest decision you had to make in the last six months (work or non-work related).		The goal of this question is to evaluate the candidate's reasoning ability, problem-solving skills, judgment, and possibly even willingness to take intelligent risks. Having no answer is a definite warning sign. <i>Everyone</i> makes tough decisions, regardless of their position. My daughter worked part-time as a server at a local restaurant and made difficult decisions all the time -- like the best way to deal with a regular customer whose behavior constituted borderline harassment. A good answer proves you can make a difficult analytical or reasoning-based decision -- for example, wading through reams of data to determine the best solution to a problem. A great answer proves you can make a difficult interpersonal decision, or better yet a difficult data-driven decision that includes interpersonal considerations and ramifications. Making decisions based on data is important, but almost every decision has an impact on people as well.

What is your leadership style?		This is a tough question to answer without dipping into platitudes. Try sharing leadership examples instead. Say, "The best way for me to answer that is to give you a few examples of leadership challenges I've faced," and then share situations where you dealt with a problem, motivated a team, worked through a crisis. Explain <i>what</i> you did and that will give the interviewer a great sense of how you lead. And, of course, it lets you highlight a few of your successes.
Tell us about a time you disagreed with a decision. What did you do?		No one agrees with every decision. Disagreements are fine; it's what you do when you disagree that matters. (We all know people who love to have the "meeting after the meeting," where they've supported a decision in the meeting, but they then go out and undermine it.) Show that you were professional. Show that you raised your concerns in a productive way. If you have an example that proves you can effect change, great -- and if you don't, show that you can support a decision even though you think it's wrong (as long as it's not unethical, immoral, etc.). Every company wants employees willing to be honest and forthright, to share concerns and issues ... but to also get behind a decision and support it as if they agreed, even if they didn't.
Tell us how you think other people would describe you.		I hate this question. It's a total throwaway. But I did ask it once and got an answer I really liked. "I think people would say that what you see is what you get," the candidate said. "If I say I will do something, I do it. If I say I will help, I help. I'm not sure that everyone likes me, but they all know they can count on what I say and how hard I work." Can't beat that.
What can we expect from you in your first three months?		<p>Ideally the answer to this should come from the employer: They should have plans and expectations for you. But if you're asked, use this general framework:</p> <ul style="list-style-type: none"> • You'll work hard to determine how your job creates value -- you won't just stay busy, you'll stay busy doing the right things. • You'll learn how to serve all your constituents -- your boss, your employees, your peers, your customers, and your suppliers and vendors. • You'll focus on doing what you do best -- you'll be hired because you bring certain skills, and you'll apply those skills to make things happen. • You'll make a difference -- with customers, with other employees, to bring enthusiasm and focus and a sense of commitment and teamwork.

What do you like to do outside of work?		Many companies feel cultural fit is extremely important, and they use outside interests as a way to determine how you will fit into a team. Even so, don't be tempted to fib and claim to enjoy hobbies you don't. Focus on activities that indicate some sort of growth: skills you're trying to learn, goals you're trying to accomplish. Weave those in with personal details. For example, "I'm raising a family, so a lot of my time is focused on that, but I'm using my commute time to learn Spanish."
What was your salary in your last job (or current job)?		This is a tough one. You want to be open and honest, but frankly, some companies ask the question as the opening move in salary negotiations. Try an approach recommended by Liz Ryan. When asked, say, "I'm focusing on jobs in the \$50K range. Is this position in that range?" (Frankly, you should already know -- but this is a good way to deflect.) Maybe the interviewer will answer; maybe she won't. If she presses you for an answer, you'll have to decide whether you want to share or demur. Ultimately your answer won't matter too much, because you'll either accept the salary offered or you won't, depending on what you think is fair.
A snail is at the bottom of a 30-foot well. Each day he climbs up three feet, but at night he slips back two feet. How many days will it take him to climb out of the well?		Questions like these have become a lot more popular (thanks, Google) in recent years. The interviewer isn't necessarily looking for the right answer but instead a little insight into your reasoning abilities. All you can do is talk through your logic as you try to solve the problem. Don't be afraid to laugh at yourself if you get it wrong -- sometimes the interviewer is merely trying to assess how you deal with failure. Answer - 30 days.
What questions do you have for us?		Don't waste this opportunity. Ask smart questions, not just as a way to show you're a great candidate but also to see if the company is a good fit for you -- after all, you're being interviewed, but you're also interviewing the company.

Overall assessment

☐ Resume or CV (if available)

☐ Completed RLC Warming Shelter Staff Application

Explanation of above, if necessary:

Date of birth for background check, **if employment offer has been made:**

Reminder about unlawful interview questions:

Illegal job interview questions solicit information from job candidates that could be used to discriminate against them. Asking questions about a candidate's race, religion, or gender could open a company up to a discrimination lawsuit. Asking questions on these topics can result in charges of discrimination, an investigation by the U.S. Equal Employment Opportunity Commission (EEOC), and potentially a lawsuit if the issue cannot be resolved. Illegal interview questions to ask according to the EEOC - it is illegal to ask a candidate question about their:

Race, Color, or National Origin.

Religion.

Sex, Gender Identity, or Sexual Orientation.

Pregnancy status.

Disability.

Age or Genetic Information.

Citizenship.

Marital Status or Number of Children.

From: <https://www.betterteam.com/illegal-interview-questions>

Subject	Permitted	Not Permitted	Notes
Address	How long have you been at your current address? What is your current address? What was your previous address and how long did you live there?	Do you own your own home or rent? Who do you live with? How are you related to the people you live with?	
Age	For some roles age is a legal requirement (working in a bar) so it is acceptable to ask a candidate their age directly and ask for proof.	What year were you born? When did you graduate high school?	
Arrest Record	Usually only law enforcement agencies can ask and exclude based on their arrest record. For other businesses it is OK to ask if the arrest is directly related to the role they applied for and relatively recent, but you are walking a very thin line.	Avoid any questions relating to arrests if it is not directly related to the job or in states where it is illegal to ask. (i.e., they have not been convicted yet so could be innocent).	See convictions below for arrests that have lead to convictions. Also, rejecting applicants based on arrest record has been shown to impact some racial groups.
Availability	What days and shifts can you work? Are there shifts you cannot work? Are there any responsibilities you have that could make it difficult for you to travel for work? Do you have a reliable way of getting to work?	Directly asking about weekend work could be seen as a proxy question for religious observance. Also, questions about evening work or childcare arrangements can impact females who have childcare responsibilities. Asking if they own a car could be seen as racially discriminatory unless it is a requirement of the job.	Ask all candidates the same questions on this subject. Asking only women about evening work can be discriminatory as it ties into questions about family status.
Citizenship or National Origin	Are you legally eligible to work in the United States? Can you show proof of citizenship/visa/alien registration if we decide to hire you? Are you known by any other names? Can you speak, read, and write English?	Are you a US citizen? Can you provide a birth certificate? What country are your parents from? What is your background? Where were you born? How did you learn Portuguese?	Asking about other languages is fine if it is a job requirement such as a translator or Spanish speaking phone operator.
Convictions	If the role the candidate applied for is security sensitive then it should be fine to ask questions about convictions. Candidates dealing with large sums of money (cashier, treasurer, money transfer agent) or aligned roles where the candidate is working unsupervised such as janitor, custodian, or truck driver	Don't ask questions about convictions for roles that are not security sensitive or ask about convictions that have no connection to the role. For example asking a receptionist about speeding convictions.	Rejecting candidates purely on conviction record has been shown to disproportionately impact some racial groups. If this question is important then best to ask it later in the interview process so candidates can be excluded for legal reasons first.

	could all be considered security sensitive.		
Credit Inquiries	In general do not ask questions about this unless you are sure it is permitted under the Fair Credit Reporting Act of 1970 and the Consumer Credit Reporting Reform Act of 1996.	Do you have a bank account? Do you own a home or rent? Have your wages ever been garnished? Were you ever declared bankrupt?	
Disabilities	Accurately describe the job then ask the candidate if they can perform all of the functions.	Do you have a disability? Have you ever filed a workers compensation claim? Have you ever suffered a workplace injury?	
Education	Do you have a high school diploma or equivalent? What university or college degrees do you have?	What year did you graduate high school?	
Emergency Contact Name	Only after employment is confirmed.	Do not ask this as part of any pre-employment interview questions as this could be seen as a question about national origin or sexual orientation.	
Employment	How long did you stay at your last role? What was start and finish titles? What is your current and expected salary?	When did you first start working? (age discrimination)	Some states prohibit questions about current salary.
Family Status	Do you have any commitments that might prevent you from working the assigned shifts?	Are you married? Are you single? Do you have any children?	Ask all candidates about outside commitments, not just women, or it will be seen as discriminatory.
Financial Status	Do you own a car? (only if a requirement of the job)	Do you own your own home? Do you own a car?	Due to the relationship between poverty and some minorities, questions on this subject can be very sensitive.
Height or Weight	Accurately describe the job then ask the candidate if they can perform all of the functions.	What is your height? How much do you weigh?	If you can definitively prove a specific height and/or weight is required for the job, then it is fine to ask, but this is usually unlikely.
Marital Status	None	Are you married? Are you single? Do you have any children?	
Military Service	What experience and training did you receive while serving that would be beneficial to this job?	Direct questions about discharge or non-U.S. military service.	
Organizations	Are you a member of a professional organization?	Are you a member of the local country club? What sorority did you join?	Avoid all questions about non-professional organizations that could be seen as a proxy question about race, age, sex, etc.
Personal Information	Have you ever worked for us before under any other name? What are the names of your personal references?	Did you ever change your name through marriage or court application? What is your maiden name?	
Pregnancy	How long do you plan on staying with us? Do you have any leave planned?	Are you pregnant? Are you trying to have a family?	Even if a candidate is obviously pregnant, it is not acceptable to ask any questions about this subject. You can still describe the job and then ask if they can perform all functions.

Race or Color	Almost always not acceptable unless it is a bona fide occupational qualification.	All questions about color and race.	This is a hot topic question and best to get legal advice on if you are unsure.
Relatives	Do any of your relatives currently work for us or our competitors? Can you provide the names of your relatives who work for us?	What is the name of your relatives who work for our competitors?	This does become discriminatory if your company has issues hiring minorities as it could look like you have a preference against hiring them.
Religion or Creed	None	What denomination are you? Who is your pastor?	
Sex, Orientation, or Gender Identity	None	None	
Affiliations	Are you a member of a professional organization?	Are you a member of the local country club? What sorority did you join?	Avoid all questions about non-professional organizations that could be seen as a proxy question about race, age, sex, etc.
Personal Information	Have you ever worked for us before under any other name? What are the names of your personal references?	Did you ever change your name through marriage or court application? What is your maiden name?	
Pregnancy	How long do you plan on staying with us? Do you have any leave planned?	Are you pregnant? Are you trying to have a family?	Even if a candidate is obviously pregnant, it is not acceptable to ask any questions about this subject. You can still describe the job and then ask if they can perform all functions.
Color	Almost always not acceptable unless it is a bona fide occupational qualification.	All questions about color and race.	This is a hot topic question and best to get legal advice on if you are unsure.
Relatives	Do any of your relatives currently work for us or our competitors? Can you provide the names of your relatives who work for us?	What is the name of your relatives who work for our competitors?	This does become discriminatory if your company has issues hiring minorities as it could look like you have a preference against hiring them.
Religion or Creed	None	What denomination are you? Who is your pastor?	
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