

General Tips:

1. Have them do observations at each interview. Don't tell them what to look for!
 - A. General Observation of your facility
 - B. Observation of a class or work area
 - C. Observation of a class or work area to identify 5 strengths and 3 areas needing improvement

2. If working with consumers, here are some suggestions:
 - A. After observing a group, have them take over the group for 10-15 minutes and observe them.
 - B. When you call to schedule the 2nd and 3rd interview, give them an assignment to develop a teaching lesson with lesson plan and materials. Then have them teach this to a few consumers.
 - C. Have them interview a consumer (20-30 minutes) to find out what their hopes and dreams are.

3. For leadership positions:
 - A. Have them lead a brainstorming session with several staff on a specific topic (i.e., new meaningful activities in the community). Note: This exercise would also shed light on their organizational skills.

4. On a 2nd or 3rd interview, give them paper to identify the 10 things they like about your program and 10 things needing improvement. You may want to explore what ideas they have for the areas needing improvement.

5. Give them a mock profile of a consumer (sample attached) and ask them to write their thoughts for providing services to this person.

6. Develop some questions that they answer in writing so you can assess their written communication skills as well as their thinking processes.