# A Sampling of Interview Questions

*We have provided some guiding questions that a DSP might consider using as you interview potential candidates both over the phone and in-person. We recommend that you customize these questions to fit the need of your office and your institution. You may not need to use all these questions, rather only the ones that are appropriate to the position. We also recommend adding at least three additional questions specific to the job the candidate is applying for.*

* *Courtesy of Kimberly Doan, former Senior Associate Director of StAAR*

**Phone Screening Questions**

* Tell us about yourself. What interests you about this position?
* Can you share what about the institution and/or position motivated you to apply for this role?
* Please share an example of a time when where you were challenged by competing priorities. What strategies did you use to navigate this situation?
* Tell us about a time that you facilitated personal development growth for your team. This may be at an individual level or for the broader team.
* Can you share 1-2 ways you balance work/life integration to support the demands of role while prioritizing your wellness.
* What time of environment would you need to be able to bring your authentic self to work?
* Additional questions specific to the role may include: managing competing priorities, working style, desired workplace culture, etc.

**In-Person Screening Questions**

* Tell us about yourself. What interests you about this position?
* Tell us how you would describe your ideal work environment. How about your ideal team?
* What are you looking for in a workplace team?
* Scenario question: A student comes into the office. They share that they need support but are unsure what type of support or who to connect with. How would you navigate this conversation?
* Tell us about a time that you navigated a situation that required skills in de-escalation?
* Two- part scenario question: You have an initial “intake” or “welcome meeting” with a student.
  + Describe the steps of conducting a meeting for a student who submitted documentation and an accessibility request.
  + Describe your process in determining reasonable college-level accommodations. determine reasonable accommodations?
* What is your experience with outreach—either in-person (tabling, etc.) to prospective students or current students?
* Partnerships with faculty are extremely important within our department and this role will collaborate often with instructors. Can you still us about a time when you’ve collaborated with, or supported, instructors in the past?
* Tell us about a time you managed overlapping needs within a confined timeline?
* Can you share an example of a time when you’ve infused disability justice, intersectionality, equity principles, and/or the social model approach into your daily work?
* Describe a time when you developed a creative solution for meeting student needs while keeping budgetary needs in mind?
* Tell us about a time you needed to create a guideline or policy for students or instructors. How did you complete this and with whom did you collaborate?
* Tell us about a professional development opportunity you are interested in pursuing in the next year?
* What questions can I answer about myself, the role, our team, or the institution?