**NMCAA EHS Recruitment & Health Specialist Interviews**

Candidate Name:

|  |  |
| --- | --- |
| Rating | Qualified |
| 1 | Not qualified |
| 2 | Some transferable experience |
| 3 | Qualified |
| 4 | Highly qualified |

1. Have you had an opportunity to read the job description? Can you perform the essential functions of the job with or without reasonable accommodations? For what reasons did you apply for this position and what interests you about NMCAA?

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| --- | --- | --- | --- | --- | --- | --- |
|  Qualified Rating | 1 | 2 | 3 | 4 |  **TOTAL:** |  |
| Comments:I |

1. Do you have reliable transportation? Do you understand the geographical area that you will be covering?

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|  Qualified Rating | 1 | 2 | 3 | 4 |  **TOTAL:** |  |
| Comments: |

1. What questions do you have for us? (Candidates were asked to bring 3 questions)

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|  Qualified Rating | 1 | 2 | 3 | 4 |  **TOTAL:** |  |
| Comments:I |

1. Have you ever had experience working with a program that serves families experiencing poverty?
2. Talk about two struggles you think families face living in poverty.
3. What are the two main struggles families face in trying to move out of poverty?

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|  Qualified Rating | 1 | 2 | 3 | 4 |  **TOTAL:** |  |
| Comments: |

1. What are three factors you consider most important for a team to work effectively?

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|  Qualified Rating | 1 | 2 | 3 | 4 |  **TOTAL:** |  |
| Comments:I |

1. What makes you a good colleague? Can you share an experience you had collaborating with other organizations, programs, or community members that made you feel successful?

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|  Qualified Rating | 1 | 2 | 3 | 4 |  **TOTAL:** |  |
| Comments:I |

1. How can a Recruitment and Health Specialist support families in the Early Head Start program and in the community?

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|  Qualified Rating | 1 | 2 | 3 | 4 |  **TOTAL:** |  |
| Comments: |

1. Tell us about your experience working with members of the community or other agencies.

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|  Qualified Rating | 1 | 2 | 3 | 4 |  **TOTAL:** |  |
| Comments: |

1. Give an example of when you worked with a colleague who was challenging. Why was it challenging and how did you handle it?

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|  Qualified Rating | 1 | 2 | 3 | 4 |  **TOTAL:** |  |
| Comments:I |

1. Have you had any opportunities to do public speaking? If so, tell us about that experience.

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|  Qualified Rating | 1 | 2 | 3 | 4 |  **TOTAL:** |  |
| Comments:I |

1. You arrive for a scheduled home visit with a family you are to complete the application with. You find the door standing open. There is shouting and commotion inside the home. The children are crying and a man and a woman are shouting profanities at each other. What would you do?

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|  Qualified Rating | 1 | 2 | 3 | 4 |  **TOTAL:** |  |
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1. Why is it important to maintain confidentiality regarding children, families and staff?

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|  Qualified Rating | 1 | 2 | 3 | 4 |  **TOTAL:** |  |
| Comments:I |

1. How do you find out how to get help when you need it? Who do you ask or where do you look?

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|  Qualified Rating | 1 | 2 | 3 | 4 |  **TOTAL:** |  |
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1. What kind of computer skills do you have?

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1. Give us an example of a time you were reflective in your work and how it affected your future work.

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|  Qualified Rating | 1 | 2 | 3 | 4 |  **TOTAL:** |  |
| Comments: |

1. What special aspects of your work have prepared you for this job?

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|  Qualified Rating | 1 | 2 | 3 | 4 |  **TOTAL:** |  |
| Comments:I |

1. What professional qualities or skills are you currently working on building or strengthening?

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|  Qualified Rating | 1 | 2 | 3 | 4 |  **TOTAL:** |  |
| Comments:I |

1. Is there anything else you would like to share with us about yourself as we consider you for the position?

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|  Qualified Rating | 1 | 2 | 3 |  | 4 |  **TOTAL:** |  |
| Comments: |

1. If you were offered this position, how soon would you be available to begin working with us?

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|  Qualified Rating | 1 | 2 | 3 | 4 |  **TOTAL:** |  |
| Comments: |

Total Score\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Comments: