**SERVICE SPECIALIST INTERVIEW QUESTIONS**

**APPLICANT**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE INTERVIEWED**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INTERVIEWERS**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Will you be able to complete all duties and meet the requirements in the job description?

2. Please, describe any experience in Housing/social services and/or case management.

3. Why do you want to work for as a Service Specialist for SPCAA?

5. Can you describe a time where you were under a strict deadline to complete your work?

How did you get it all done?

Did you meet your deadline?

6. Tell me about your greatest achievement at work?

7. Have you ever worked in a stressful environment? If, so, how did you handle the stress?

8. What skills do you contribute to working with a team?

9. Please, describe any experience speaking front of large groups.

10. Please describe any experience in participating in community events.

11. How do you feel about networking and introducing yourself to new people?

12. Can you please describe any experience where you work with minimal supervision?

13. Describe any experience in working with low-income populations.

14. On a scale of 1 to 10, how proficient are you with the following:

Software applications?

Excel:

Word:

Power Point:

Outlook:

Client Tracking Database:

15. Have you had any accidents or moving violation tickets within the last two years?

16. Do you have a valid Texas driver’s license? If so, are you insurable?

17. Are bilingual. If so, what languages?

18. Do you have any relatives who are currently employed by SPCAA or serving on the Board of Directors, Standing Committee for SPCAA? If yes, who and relationship.

19. What salary are you seeking for with the job?