

Position Sought: Executive Director
 Applicant's Name: _____
 Date: _____
 Time: _____
 Interviewer's Name: _____

Scores	
I. Subjective Questions	
Average Score:	_____
II. Objective Questions	
Average Score:	_____
Overall Total	
Average Score:	_____

Eagle Pass Housing Authority

Interview Questions

Instructions to Interviewers: Please rate on a scale of 0 to 15 your analysis of the applicant's ability to successfully perform the duties of the Executive Director based on response to questions. (Scale: 0 = not capable, to 15 = Superior, far exceeding fully capable). Please enter this score in the space provided next to each question. When finished, average scores for each section and enter total averages in space at top of form.

Instructions to Applicant (to be read to the applicant): < Name >, during the next several minutes we will ask you a series of questions which are applicable to a person's ability to perform the tasks required of the Executive Director at the Eagle Pass Housing Authority. We ask that you limit your response to each question to no more than 3 minutes. When required, a member of the panel will let you know that your three minutes for a particular question has transpired. Do you understand these instructions?

I. Subjective Assessment Questions

1. Please tell us what about this position appeals to you the most.

Question Score _____ (max 15 points)

Interviewer Comments:

2. What do you see as the most important responsibilities of the Executive Director of a housing authority?

Question Score _____ (max 15 points)

Interviewer Comments:

3. Describe for us your experience in public and assisted housing programs, and tell us how that experience helps equip you to perform the duties of this position?

Question Score _____ (max 15 points)

Interviewer Comments:

4. Describe for us your experience in Section 8 programs, and tell us how that experience helps equip you to perform the duties of this position?

Question Score _____ (max 15 points)

Interviewer Comments:

5. What are your personal strengths which would most contribute to your ability to perform the responsibilities of the Executive Director?

Question Score _____ (max 15 points)

Interviewer Comments:

6. What skills, knowledge, and abilities do you feel you need to develop or improve to achieve full competence in this job?

Question Score _____ (max 15 points)

Interviewer Comments:

7. How would you characterize your management style? In what ways do you think your management style would serve the needs of the authority?

Question Score _____ (max 15 points)

Interviewer Comments:

8. What part of working within the public and assisted housing industry gives you the most satisfaction and why? What is it you tend to like least about this work?

Question Score _____ (max 15 points)

Interviewer Comments:

II. Objective Rating Element Questions

1. Oral and Written Communication Skills

- Describe your oral communication style. What experience do you have communicating and persuading others verbally?
- What experience do you have communicating ideas in written form?
- How effectively do you feel you communicate with others?

Question Score _____ (max 15 points)

Interviewer Comments:

2. Decision-Making Skills

- Describe for us what process you use for making difficult decisions.
- What do you do when you recognize that a decision you have to make will have a disruptive impact on a number of persons, no matter which way your decision goes?

Question Score _____ (max 15 points)

Interviewer Comments:

3. Ability to Analyze and Solve Problems

- The person filling this position is often confronted with problems compounded by confusing and conflicting data. How would you go about analyzing and solving such a problem?

Question Score _____ (max 15 points)

Interviewer Comments:

4. Budgeting and Budget Analysis Skills

- Describe your experience in developing PHA Departmental budgets.
- Can you skillfully read and interpret a balance sheet and other financial data?

Question Score _____ (max 15 points)

Interviewer Comments:

5. Leadership Skills

- What do you feel are the most important traits of an effective leader?
- Describe a situation which accurately exemplifies your leadership skills.

Question Score _____ (max 15 points)

Interviewer Comments:

6. Interpersonal Sensitivity Skills

- A manager of people often makes decisions about which others may become angry or hostile. How do you handle hostile persons or situations?
- Under what circumstance have you had to be particularly sensitive and diplomatic? How did you handle the situation?

Question Score _____ (max 15 points)

Interviewer Comments:

7. Flexibility

- How well are you able to listen to suggestions and criticisms from others?
- How are you able to separate personal feelings from issues at hand?
- What experience do you have in adapting to quickly changing circumstances?

Question Score _____ (max 15 points)

Interviewer Comments:

8. Professional Development/Demeanor

- What are the critical issues facing the public and assisted housing industry?
- In what way do your experience, education, and training make you particularly suited for this position?

Question Score _____ (max 15 points)

Interviewer Comments:

9. Technical Skills

- What technical skills do you bring to this position?

Question Score _____ (max 15 points)

Interviewer Comments:
