

Hiring Timeline

Action	Date	Person Responsible
Create Job Description		
Post Job Description		
Accept Applications		
Review Applications		
Schedule Interviews (you will need to decide in advance if you want to do one, two or three rounds of interviews and who will be involved)		
Make verbal offer		
Send out offer letter		
References and Background Checks- What type depends of job description		
Start Date		
Orientation Schedule		

Sample Interview Questions

Job Specific/Skill/Qualification Questions:	Candidate Response
Describe your experience with border and migrant communities. Name one or two things that you learned about what works and what doesn't.	
Describe an experience you have had with confidential or sensitive information.	
How do you build rapport, particularly with people you do not know and who may be hesitant to trust you?	
How would you define the term asylum for a migrant who has no understanding of political migration processes?	
What experience do you have working with children and child protection?	
This position requires a significant degree of flexibility. Briefly describe a work-related situation that has required you to handle several tasks simultaneously. How did you set priorities and how did you organize your work?	
Share a time you had a conflict with someone how did you resolve it?	
What does the term cultural inclusivity mean to you? How have you see it play out in the work place or in live?	
Behavioral Questions:	Candidate Response:
Describe a time when you were faced with a stressful situation at work? How did you handle it?	
Describe a time when you had to step up and demonstrate leadership skills.	
Give me an example of a time you faced a conflict with a coworker. How did you handle that?	
Describe a time when your team or company was undergoing some change. How did that impact you, and how did you adapt?	
Tell me about a time when traditional methods failed. How did you get creative with your solutions?	
Give me an example of a time you managed competing priorities. How did you handle that?	

Tell me about a successful presentation you gave and why you think it was a hit.	
Describe a time when you saw a problem and took the initiative to correct it.	
Situational Questions:	Candidate Response:
Imagine you are working with a client, and they ask you to do something you know is morally grey or could be perceived as such. How would you handle this situation?	
One of your team members is struggling. They're missing deadlines, not paying attention in meetings and generally not contributing. How would you address this with them?	
A manager gave you feedback that you don't agree with. How would you respond during the conversation?	
Motivational Questions:	Candidate Response:
What are your short-term career goals? Long term?	
What is the ideal management style of a supervisor/manager for you?	
Tell me about your relationship with your previous manager; how could it have been Improved?	
Conversational/Open-Ended Questions:	Candidate Response:
Can you walk me through your work history?	
You mentioned that you like to stay on top of industry trends. Any recent/favorite books/shows/ podcasts about our industry you would recommend?	
How would you maintain a healthy work-life balance and/or prevent burnout?	