Resource Specialist Interview Package
Part 1: Interview Questions

Applicant Name: **Interviewer:**   **Date:**

Interviewer	Question	Comments	Ranking (1=Lowest, 5=Highest)
	1. This role involves maintaining the integrity and quality of the information within multiple community databases. What relevant skills and work experience do you possess to be successful in this role? [ ] Skills align with role [ ] Professional experience complements requirements of position		1 2 3 4 5
	2. This role involves researching, editing and writing. Please tell us about your skills and work experiences related to these tasks. [ ] Strong communications and research skills [ ] High attention to detail		1 2 3 4 5
	3. Please tell us how you have engaged with the Findhelp community outside of your regular day-to-day work. If you haven't yet, how could you do it if you are hired into a full-time permanent role? [ ] [ ]		1 2 3 4 5
	4. Tell us what are the advantages of using a metadata schema or taxonomy? [ ] Ensure efficient searching (less "noise") [ ] Critical thinking and analysis		1 2 3 4 5

	5. Describe a situation at work which you found stressful. What effect did this have on you or the way in which you worked? [ ] Maintain composure and calm demeanour [ ] Identify stress reduction strategies		1 2 3 4 5
	6. If you find yourself doing repetitive work, what do you do to stay motivated and make work interesting? [ ] Proactive and resourceful [ ] Maintaining focus and self-discipline		1 2 3 4 5
	7. What diversity, inclusion and/or cultural competence training have you received and how have you applied what you learned at work? [ ] Knowledge/understanding of DEI principles [ ] Applying learning into daily work		1 2 3 4 5
	8. Tell us how you have managed records within multiple databases for different partners/clients. What skills do you utilize to ensure you successfully balance these priorities? [ ] Multitasking and organizational skills [ ] Managing relationships		1 2 3 4 5
	9. As a learning organization, we acknowledge that we all make mistakes. Can you share a time when you made a mistake at work and the steps you took to correct it? [ ] Transparency and accountability [ ] Solutions-focused		1 2 3 4 5

	10. Our accreditation requirements involve maintaining a record verification rate of 85% or higher. How would you ensure that you are meeting and exceeding this performance target? [ ] Goal-setting [ ] Planning ability	1 2 3 4 5
	11. What database software/tools have you used before? What other technology do you have experience with, such as Google Drive and Microsoft Office Suite? [ ] Knowledge/experience with database technologies [ ] Knowledge/experience with other technologies	1 2 3 4 5
	Questions from Candidate/Final Feedback Regarding Candidate:	
	INTERVIEW SCORE	**/55**
	Part 2: Writing/Editing Skills Assessment Evaluation Rubric: [/5] Writing Skills (Grammar, Spelling, etc.) [/5] Editing Skills (Identifying and correcting errors) [/5] Concise Writing/Editing [/5] Adherence to Inform USA Standards [/20] Total	
	WRITING/EDITING SKILLS ASSESSMENT SCORE	**/20**