**SKYE Club Project Director – Sample Interview Questions**

**First Interview**

1. Keeping in mind the information that I have just provided and the information included on the job description for this position, please describe your experience, education and background and indicate how they have prepared you for this position.
2. Describe specifically, your experience working with programs that youth between the ages of 18 and 26
3. One of the unique and most important characteristics of SKYE Club programs is that the young people in the program are expected and encouraged to assist in the decision making processes including choosing their own community and social enterprise projects, and which modules they would like to study. What do you think the benefits and drawbacks of this policy might be?
4. What challenges would you expect as a Project Director wiring with youth in the poorest and most vulnerable communities. Please describe barriers you might expect them to have. ***(As appropriate ask as follow-up, What similar experiences have you had?)***
5. How would you plan to address those barriers in the context of this program and in your position as Project Director?
6. Please describe your experience working with multiple projects and competing deadlines.
7. Resources for the program are limited. How would you work with staff to insure that the program participants’ needs for education, life skills, technical training, etc. were met?
8. What has been your greatest accomplishment in your experience as a manager? Your greatest challenge? How did you address it? What would you expect to be your greatest challenge in this position? How would you address it?
9. Do you prefer to work independently or as part of a team? Describe experiences you have had in both situations.
10. Tell us about your supervision experience and style? What comments would your last supervisor make about you?
11. What time commitment could we expect if you were hired for this position?
12. Please share with us specifically why you are interested in this position?
13. When would you be available to start?
14. Do you have any questions or comments?

**Second interview**

1. For the benefit of those in this room who were not here during your first interview, please describe your experience, education, and background. Why does your experience make you qualified for this position?
2. Hypothetical; You’re trying to describe this position, Program Manager of SKYE Club program, to a friend. Give us your explanation of this position and your interest in this position.
3. Please describe how you would plan and conduct staff meetings. *(Ask follow-up questions to determine their understanding of what business items should be on the agenda.)*
4. There’s a lot of paper work involved with this program yet it is important that the Project Director be very much involved in the supervision of staff and the interaction with our SKYE Club Leaders and program participants. How would you coordinate and balance this workload to make sure all of this is done?
5. Role-play: SKYE Club Leader who is extremely liked by the participants but has tendency to behave inappropriately. You’ve scheduled meeting to discuss this issue.
6. Role-play: SKYE Club Facilitator who has a history of being “rough” on the participants. Talking loudly and disrespectfully to them. A couple of participants have expressed concern about this. You have set up a meeting with him to discuss this situation.