

PROGRAM DIRECTOR INTERVIEW QUESTION IDEAS

The program director interview should consist of 8-10 questions. Below you will find suggestions that will guide you and your interview team in your selection or creation of interview questions appropriate for your program. Tailor your interview questions to fit the position. For example, the program director in a smaller site may primarily work with staff and students. In a larger or multi-site program, the program director's primary responsibilities may be fiscal management or evaluation.

Remember to ask the same questions for all program director interviews. Provide the candidate with the opportunity to ask questions at the end of the interview. Also, ask the candidate to provide professional references.

- Describe your background, education and career experiences.
- What are your training/licensure/certifications?
- How are you involved in the community?
- Why are you interested in this position?
- What is your vision of a high-quality after school program?
- How would you promote positive communication with parents, students, staff members and volunteers?
- What strategies would you implement to assure school/after school alignment?
- How would you promote the after school program?
- How would you evaluate the after school program?
- What is your availability for attending evening meetings or professional development?
- What type of atmosphere would you promote in an after school program?
- What policies and procedures would be important for an after school program?
- What is your experience with grant writing? Community partnerships?
- Describe your capacity to work with technology.
- What are your experiences with budgeting and program accountability?
- How do you handle conflict and stress?
- How would you describe your leadership abilities?
- Describe your strengths and weaknesses as a team member.
- How would you collaborate with school staff?