

Crafters Edge Interview Information

To: Seventh graders interested in applying for executive positions in the
08-09 Crafters Edge Program

From: Mrs. Farrar, Mr. Aja, and Mrs. Monmaney

+++++

Interviews for company positions will take place:

Thursday, May 8, 2008

Decisions on these positions will be made by **early June 2008**.

We will announce the positions in the gymnasium during the specials block. However, the date this will happen will be announced at a later date. All students will attend this meeting and all students will receive letters acknowledging the position they received based on their applications and interviews. Following this meeting, the positions will be posted outside the home economics room.

SPECIAL NOTES:

- You will receive your interview appointment on Monday, May 5^h.
- Interviews will last approximately 5 minutes.
- You must have a special Crafters Edge pass to get out of your class for the interview. You will receive your pass from your teacher advisor during TA **Thursday, May 8, 2008**. The location of the interview will be on your pass. Your pass has an excused time on it. But your actual interview will begin 5 minutes later. Report to the room and wait outside in the available seating area.
- Mr. Aja, Mrs. Farrar, and Mrs. Monmaney will participate in all interviews for the executive positions. Due to the size of the class, several interviews will be conducted by other MSMS staff members.
- Practice an interview with your family or friend, someone who has interview experience.
- Come prepared for your interview.
- If you have changed your references from the ones on your application, it is OK. Just bring your new list with you. Be sure to get permission from your references to use their names.
- When preparing for your interview, realize seventh graders gain experiences from school projects, school activities, as well as functions outside of school. We will expect your answers to reflect upon these experiences.
- **If you are absent for your interview contact Mrs. Farrar, Mr. Aja or Mrs. Monmaney and they will arrange for a make-up time. All interviews must be completed by Monday, May 12, 2008.**

SEE BACK



Crafters Edge

INTERVIEW INFORMATION

PURPOSE OF THE INTERVIEW

We will be using the interview to find out more about you and why you are interested in the job you are applying for. We will want to know if you are:

reliable, dependable, mature, committed, organized, good natured, friendly, courteous, respectful, positive, productive, etc.

The interview and information from the applications and references will help us choose the best people for the positions.

SAMPLE QUESTIONS WE MAY ASK YOU

Specific to the job:

1. What position are you applying for?
2. Why are you interested in this job?
3. What skills and abilities do you have that will help you do the job well?
4. What type of training have you had that will help you do the job well?
5. Do you have any ideas or have you had any thoughts about what kind of things Crafters Edge might do next year?
6. Do you realize the amount of time this commitment would mean?
7. Do you have your parents' permission to commit yourself to this project?
8. In this position, what goals would you set for next year's Crafters Edge?
9. Why should we hire you over someone else?

General questions:

1. What experiences have you had in dealing with people?
2. What kind of experiences have you had which have given you a lot of responsibility?
3. What kind of experiences have you had which show that you are reliable, committed, organized, trustworthy, etc.?
4. How do you handle your homework plus keep up with your commitments?

Situational Questions:

1. If an associate were to tell you they could not get along with their supervisor, how would you handle it?
2. If you caught someone stealing money from the cashbox at the craft fair, how would you handle it?
3. How would you motivate a group to work?

References:

1. Who are the people you would like to use as references?
2. What is your relationship to them?
3. What are their phone numbers?
4. What would be the best way to contact them and time to contact them?
5. Have you let them know that you used their name as a reference?

SAMPLE QUESTIONS YOU MAY WANT TO ASK

1. What hours will the work require?
2. What skills and abilities does the job require?
3. What are the important things about the job that I should know?
4. How does the job match my goals, interests, and abilities?