

**Edmonton Seniors Coordinating Council**

**Interview Questions: MEMBER SERVICES/COOMUNICATIONS  
COORDINATOR**

<b>Candidate's Name:</b>		
<b>Interviewer</b>	<b>Question</b>	
1	<b>What is your understanding of ESCC &amp; our purpose?</b>	
2	<b>Please tell us about your background and how your previous work experience &amp;/or education has prepared you for work at ESCC?</b>	
<b>Response:</b>		<b>Score: (1-10)</b>
2a. <b>What do you feel are your most effective people skills?</b>		
3	<b>How would you want to keep in touch and share information with senior-serving agencies if you worked for ESCC? (communication strategies)</b>	
<b>Response:</b>		<b>Score: (1-10)</b>
4	<b>How could ESCC recruit new member agencies?</b>	
<b>Response:</b>		<b>Score: (1-10)</b>
5	<b>What do you think are some of the issues currently facing senior-serving organizations?</b>	
<b>Response:</b>		<b>Score: (1-10)</b>
6	<b>What do you think are some of the issues facing seniors today?</b>	

<b>Response:</b>	<b>Score: (1-10)</b>	
<b>6.a What is your personal experience with aging people?</b>		
<b>7</b>	<b>What are some of the strategies you would use to encourage senior-serving agencies to attend our meetings/events?</b>	
<b>Response:</b>	<b>Score: (1-10)</b>	
<b>8</b>	<b>How can ESCC encourage agencies to collaborate?</b>	
<b>Response:</b>	<b>Score: (1-10)</b>	
<b>9</b>	<b>How would you deal with a situation if you've seen a need for a tool that could help agencies find program instructors, but when you present the idea there are very polarized views from agencies about sharing names of instructors?</b>	
<b>Response:</b>	<b>Score: (1-10)</b>	
<b>10</b>	<b>Have you facilitated a meeting, organized an event, or done public speaking?--please elaborate &amp; how comfortable were you at doing this?</b>	
<b>Response:</b>	<b>Score: (1-10)</b>	
<b>11</b>	<b>Do you think evaluation of events, publications, projects etc is important? Why? How would you evaluate an event or a publication or project?</b>	

<b>Response:</b>		<b>Score: (1-10)</b>
12	<b>What experience do you have 1) updating websites? 2) creating resource publications?, 3) creating promotional material? 4) updating databases?</b>	
<b>Response:</b>	<b>Score: (1-10)</b>	
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13	<b>What type of environment is your idea of a perfect fit for you (i.e. own office, quiet, have administrative support...)?</b>	
<b>Response:</b>	<b>Score: (1-10)</b>	
14	<b>What do you think it would be like working for ESCC? How does this fit with your career plans?</b>	
<b>Response:</b>	<b>Score: (1-10)</b>	
15	<b>If we were go make you an offer, what are your salary expectations and when would you be able to start?</b>	
<b>Response:</b>	<b>Score: (1-10)</b>	
16	<b>Do you have questions for us?</b>	
<b>Response:</b>	<b>Score: (1-10)</b>	

<b>NOT A QUESTION</b>	<b>BONUS POINTS (MAX 10) IF YOU ARE REALLY GETTING A GOOD FEELING ABOUT THIS PERSON'S ABILITY</b>
<b>Response:</b>	<b>Score: (1-10)</b>

TOTAL SCORE \_\_\_\_\_ (MAX. 170)