

Possible Interview Questions based on Mission

1. We are a Catholic school based on the charism and values of the Sisters of the Holy Names of Jesus and Mary. How do you see yourself contributing to our unique mission?
2. After reading and thinking about the Academy's mission statement and values, what stands out to you as particularly important? Why?
3. What does it mean to you to be a Catholic educator? OR Why are you drawn to working in a Catholic school environment?
4. Our school values communication and collaboration. Tell us about a time when you were involved in a collaborative process to accomplish a goal or task. What worked? What didn't work? How would you do things differently?
5. How would you define servant leadership? How does it play a part in your style of management?
6. In your past position describe specific ways that you contributed to building a warm and supportive school (work place) climate?
7. Describe a strategy you have used in the past to educate others about diversity and the richness it offers. OR We live in a very diverse world, what steps have you taken to educate yourself about diversity and the richness it offers?
8. Because of the Church's social teachings and the Sisters' value of social justice, the school works hard to develop in its students a critical social consciousness. Describe the current social issue that is most important to you or in which you have been involved?
9. Give us examples of ways that you have made (or could make) the school environment student centered.
10. Describe a time when you were faced with a change in the work environment that you did not agree with. What was your initial reaction? How did you successfully manage the change?
11. Tell us about a time when you came up with a plan for resolving a conflict. What was the conflict? How did you respond? What was the outcome? OR: Not every conflict we're involved in can be resolved. Tell us about a conflict you could not resolve. What did you try? What happened?
12. When working in a small group, describe how you positively impact its success?

Suggestions:

- a. Send information beforehand or begin the interview with an explanation of SNJM core values, mission and history. Follow up with references to see if there is a fit.
- b. Use SNJM value wording in employment ads.
- c. In outreach to find potential employees, express the SNJM values.

- d. In promoting those within the organization to a leadership position enter into discussion about their understanding of the SNJM charism and their part in promoting it with all constituents.
- e. Give the candidate a possible prompt as a writing sample to not only check their communication skills, but also to check for mission understanding. Possible prompts: How do you see yourself advancing the mission (or charism or values) of our school? Or What is most important to you about our mission and why? Or How were you able to incorporate our values in your past employment?
- f. If appropriate, have them assess a paper a student wrote. You can check ratio of positive to negative feedback and how suggestions for improvement are phrased.
- g. In the application materials include the document "What Makes an SNJM School SNJM?"
- h. Ongoing orientation opportunities and mentorship will ensure the employees continued understanding of the mission and values of your institution.