**Suggested Second Interview Questions**

**General Opening Questions:**

* Now that you know more about this job, why do you want it?
* Why should we hire you?
* What are the three main attributes needed to be successful in our \_\_\_\_\_\_\_\_ position?
* (Give copy of organizational chart to candidate, and ask): Do you have any questions about the supervisory or reporting relationships on this organizational map?
* What is your impression of the Retreat Center?

**Motivational/Attitudinal questions:**

* Tell us about what motivates you.
* What frustrates you?
* Give an example of how you set goals and achieve them.
* What is most satisfying about being a Catholic at this time in your life?
* How do you express your faith through your work?
* Describe a situation in which you made a mistake, how you handled the error, and what you learned from the situation.
* If you could start your career over again, what would you do differently?
* What are your career goals now?
* What do you do in your spare time?

**Questions related to the Job Description:**

Fiscal management:

* Describe your past experiences with the budget process. What has been your greatest challenge and your greatest success?
* Describe your experiences in preparing and sharing financial reports/ financial information with employees, supporters, and boards of directors.
* If you had to make tough budget decisions without lowering our level of service, how would you handle that?"

Supervisory Responsibilities:

* Describe the best boss you ever reported to.
* Have you had to convince a team to work on a project they weren't thrilled about? How did you do it?
* Give an example of how you involved your staff when an important strategy decision needed to be made.
* What kinds of support would you offer a team member who is struggling to meet minimum job requirements?

Maintenance and Contracted Services:

* Please give an example of how you handled a situation where there was a major maintenance failure.
* Tell us how you successfully managed contracted services or vendors.
* Have you handled a difficult situation with a client or vendor? How?

Office functions:

* Describe a decision you made that was unpopular in the office, and how you handled implementing it.
* Describe a situation where you worked effectively under pressure.
* What do you do if you disagree with your boss?
* What steps would you take to make sure there was appropriate technology being used in the office?

Board, Committee and Staff Relations:

* Describe your experiences in working with boards and committees in the past.
* Have you been part of strategic planning? In what capacities?
* What have been your best strategies for working effectively with volunteer board and committee members?
* Name a common pitfall in communication between board, staff, committees, and volunteers and then how would you address it?

Marketing and Program Development

* Describe your experience in managing a capital campaign or other major fundraising mechanism and what are the components that are essential for success?
* St. Paul’s has been described as a “well-kept secret”. What would you do to change that?

**Questions Related to the Applicant’s Assessment Attributes -** These are generated by the PXT Select assessment and will be different for each applicant.

**Closing Questions:**

* Where do you see yourself in five years?
* Do you have more questions since the last interview?
* What salary are you looking for?
* If you were offered the job, when could you start?
* Is there anything you would like to add?