

Interview Questions (How to gauge the candidate's ability to do the job)

Interviewee Name: _____ **Date:** _____

How would you describe Free Geek?

What are your career goals? How does an apprenticeship at Free Geek help you work towards those goals?

How do you deal with many simultaneous demands for your attention?

Free Geek has a tendency to change from time to time. (layout, procedures, policies, etc.) Describe an environment where you have experienced sudden change. How did you react to this?

Tell us about a time when you led a group of people to get a job done.

Tell us about a time someone provided you with constructive criticism about a project, job, or assignment. What did you do with this feedback?

Tell us about your experience working with people of different abilities, including those for whom English is not a first language.

There are 4 NPA's who work together to manage and improve the Receiving, Front Desk, and Prebuild areas of Free Geek. In addition to bi-weekly meetings, NPA's keep in touch with each other AND with the rest of staff via email... lots of email, in fact. Tell us about a time where you worked collaboratively on a project. (Ask prodding questions if necessary).

How would you describe what professionalism looks like in a funky environment like Free Geek?

Do you speak any other languages?

Tell us about a time you improved a process. Follow-up: What prompted you to do this? Did someone ask you to?

Describe a time you taught a beginner a relatively complex task.

This position entails a lot of heavy lifting, particularly during community pickups. Are you able to regularly lift and carry 50 pounds?

Explain hour/week and payscale. Does this work for you?

Explain limited flexibility of position. Show them the schedule. Does this work for them?

Do you have any vacations or other plans coming up that may affect your work schedule?

Any questions you have for us or anything else you'd like to tell us? After going through this process, what are your thoughts about this position?

If hired, when could you start?

Explain timeline, clarify that NPA is not a pathway to full-time work at Free Geek

Hiring Criteria (How to gauge which candidate is best after the interview)

- would be a good public face of Free Geek (understands professionalism)
- has a reasonably firm understanding of what they want in a career AND this position will get them there
- "gets" Free Geek
- assertive and friendly, won't be overwhelmed
- able to teach, delegate, supervise, coordinate
- Spanish = BONUS!
- can be self-motivated while working within a group
- personal tilt