**Tool 02: Interview Questions for an Employment Advisor**

**Interview Task**

You may find it helpful to give potential applicants a practical task to demonstrate their ability in responding to the real-life situations they may encounter in this role. Two example tasks are given below but you may wish to tailor this to the specific group of beneficiaries you support.

**Example task 1**

* The candidate is given a CV of a beneficiary and a description of a job they wish to apply for.
* They need to write a cover letter for the beneficiary pulling out the transferable skills from one job and applying it to the new role.

**Example task 2**

* The candidate is given an example of a client with eight different barriers to employment. These should range from small barriers, such as lacking an up-to-date CV, to more significant barriers such as a chronic health condition or unspent conviction.
* The candidate needs to write strategies to respond to each of these barriers and present this to the interview panel.

**Questions for panel interview**

The questions you use will also depend on the specific beneficiaries you support and tasks the Employment Advisor will be expected to complete. You may find it helpful to adapt these example questions:

1. Please tell us why you applied for this role *(motivation for working in a community-based setting)*?
2. What is your understanding of (name of organisation) and the demographic we work with and what do you think the main challenges are affecting them *(understanding of organisation, understanding of target group)*?
3. What do you feel are the main employment and welfare related issues affecting the individuals we work with and how do you feel a service like (name of organisation) can overcome this (*Solid understanding of context of beneficiaries and barriers to employment, aptitude of keeping up to date with any key changes)?*
4. Give an example of where you had a difference of opinion to a colleague – how did you resolve this conflict? (*Ability to work in a team, able to cope under pressure)*
5. What are 3 values you think are important to have as an Employment Advisor? (*Good fit with approach and values of organisation*)
6. How do you go about building a positive relationship with a beneficiary? (*Develop, manage and maintain strong relationships with participants*)
7. Can you tell us about a time you influenced a beneficiary or colleague to do something differently? (*Equipped with influencing and persuasion skills, able to identify and break down participants barriers*)
8. How would you go about engaging with local employers? (A*bility to develop key relationships with local partners)*
9. How do you manage your caseloads? (*Ability to work independentl*y, a*ccepts responsibility to meet goals, ability to work in a busy and target-based environment*)
10. How do you track and record your client's progress during their job searches? (C*ompetency with in-house databases*, *able to maintain weekly/monthly reporting*)
11. Tell us about the biggest mistake you’ve made at work- how did you respond to this and what did you learn? (*Able to cope under pressure and accept responsibility to meet goals*)
12. If time - Where do you see yourself in 5 years? (*Displays motivation and positive attitude*)
13. Is there anything you would like to tell us about yourself not already covered by the interview?
14. Do you have any questions for us?