

Sample interview questions for the position of Main Street Manager

Note: in a hiring process, especially one for a position funded through tax dollars, each interviewee should generally be asked the same questions so that there is not a perception – or reality – that any are given an unfair advantage. Each interview should also last the same amount of time – one hour is usually enough time. A second interview can also be scheduled for a finalist or group of finalists.

Background question (objective: to put the interviewee at ease and to allow the interviewer to possibly obtain some additional information not included on the resume/application)

- What interests you about this job that led you to apply for it?

Job/Program/Community overview: (objective: to ascertain whether they have any knowledge of Main Street, your community etc. – or seem to have done any research in preparation for the interview)

- How do you define historic preservation?
- What do you already know about the Main Street operational model of economic development through historic preservation?
- What do you currently know about our local program and our local community (if non-resident), if anything? (If they are not familiar, explain the local program and the current situation. Include some activities the program has recently undertaken.)
- Because of the nature of this job, some weekend and evening hours are necessary (explain when this might be-for instance, the Main Street festival; attending Main Street board, committee or city council meetings). Also some travel is required for Main Street trainings. (Depending on your local policies, you might also mention how added hours are recognized for salaried employees – comp time etc.) Are you able to perform these job functions?

Personal/Professional

- What is the most rewarding or satisfying job you've had?
- What do you consider to be your greatest accomplishment (personal or professional)?
- What do you consider to be your greatest professional failure? How did you address or correct the situation?
- What do you feel are your greatest skills and how do they relate to this position?
- What are your preferred working styles from this list:
 1. Do you prefer to work: independently / on a team / can do both depending on circumstance and necessity
 2. Do you prefer to have a slower-paced, structured day where you know before you arrive at work what you will work on that day and that there is little chance it will change? Or, do you prefer a fast-paced day where you might be switching between tasks, some of which may come up unexpectedly? If you like a combination of both, please describe how you prioritize so that ultimate objectives are achieved?
- The job of Main Street director is a highly visible one in the community. Please describe any experiences you might have had in public speaking; working with the public; working with multiple groups such as volunteers, merchants, community leaders, elected officials etc.

- Please describe experience you have had in writing (reports, articles etc.). How would you rate yourself in this area?
- Please describe your computer expertise-what software do you have experience using (i.e. Excel, Power Point, graphics programs etc.)

Closing

- Do you have any questions about this job?
- If you were to be offered the job, how soon could you begin?