**INTERVIEW QUESTIONS FOR FACILITY ASSISTANT**

1. Describe what you think this job entails and what you would be working on?

1. Why did you leave your last job (or plan on leaving your current job)?
2. What motivates you to be the best at your job?
3. **(**How familiar are you with facility work, facility systems/equipment and a work order system?
   1. Tell me how you organize, plan and prioritize facility work?
4. Are you familiar with the team “Supply Chain Management”?
   1. Yes – What do you think are some of the major supply chain processes for a school district?
   2. No – Explain it is a cradle to grave process of getting supplies to using supplies. What do you think are some of the major supply chain processes for a school district?
5. What IT systems or software are you familiar with?
   1. Are you willing and able to learn new systems?
6. How would you go about getting more of these?
7. Explain what you think constitutes as a facility emergency and how you would handle it?
8. Do you have budgeting experience? Explain?
9. Do you have any restraints to responding to emergencies after hours?
10. **(**Share an experience you had with dealing with a difficult customer and how you handled the situation?
11. If your day is ending and an important but not emergency work order comes in, how would you handle this?
12. In your experience, what is the key to developing a good team?
13. **(**Any questions for us?