



Sample Interview Questions for Development of a Program

Preparing for the interview process means that you are professional, experienced and prepared to run a program. This means that you need to demonstrate your knowledge clearly using personal examples.

For your preparation, please remember to discuss the three primary areas for an Administrator – Administrative duties (financial, regulation knowledge, etc.), Staffing, and Programming.

What is your philosophy?

What is the role of the Regional Center?



What services do you provide?

Describe your experience as it pertains in the development of this program.

Do you currently have a job and do you intend to keep it?



Describe your Administrator Schedule.

What is the role of the Administrator?

What is the difference between Administrator position and the Facility Manager?



What is an Individual Program Plan (IPP)?

What is your experience in working with individuals with developmental disabilities?

What is a special incident? What are the procedures/timelines reporting a special incident?



What is your referral and admissions process?

Describe the characteristics of the clients you will accept into the program.

Are there any client characteristics you are not willing to accept?



What are your hiring procedures?

If hired, what are the staff training topics for the required 40 hour orientation?

Describe your on-the-job training.



What is your organizational structure?

What is your experience in providing Level 4 Services?

What type of consultant do you have for the program? What are your consultant's qualifications? (if applicable)



What are the consultant hours for the facility? How do you keep track of them?

Please describe your consultant's job qualifications and duties.

What are your services for behavioral intervention?



What is required in your behavior intervention plans?

What is required in your behavior intervention training plan to staff?

What is your emergency intervention plan?



How do you ensure implementation of the behavior plan in the program?

Describe behavioral strategies you would use in the program.

Share an experience of an individual exhibiting a tantrum and the steps you took to resolve the situation.



What type of transportation do you have for clients?

What are your medication procedures?

What is your policy regarding psychotropic medications?



Scenario on client.

You have reviewed a packet for a client who has severe behaviors, but you find no documentation of any assessment or treatment plans for the behaviors. What do you do?

If a staff person comes to you to report abuse, what would you do?

If a parent asks you to administer medication that is not prescribed by the doctor and tells you that if you do not, you are not meeting her child's needs. What would you do?



If you have a client who appears to have a cut on the arm that does not look good. What would you do?

You have a client who comes home from the facility upset and angry. He is threatening staff and clients. What do you do?

Additional Comments and Questions.

