**INTERVIEW QUESTIONS WITH CURRENT STAFF**

1. Describe your position.
2. What is a typical day like?
3. Describe the work environment.
4. What are your primary responsibilities (review questionnaire with employee)?
5. How do you go about performing the responsibilities of your job?
6. What software or other tools do you use?
7. How do you determine what to do when you arrive on any given day?
8. How do you prioritize your work?
9. How do you organize your work?
10. What powers and authorities do you have?
11. Who do you deal with (and how) as contacts as part of your work?
12. What knowledge, abilities, and/or skills are required to do your job?
13. List the toughest elements of your work.
14. Describe any interruptions or distractions you encounter as you perform your job.
15. Are there any other impediments to performing you job?
16. Are there tools you could use or systems you could develop to perform your job more efficiently?
17. Are there any influences from other departments on how you perform your job?
18. Who else would have the best understanding of your role?
19. What policies and procedures do you follow in performing your job? Are there any other guidelines you use in your work?
20. How does your supervisor assign work? How does your supervisor review the work you’ve done?
21. Where do the things come from that you work on? What happens to the things you work on after you finish?
22. In your opinion, are you currently performing responsibilities outside the scope of your position? Are you performing any unnecessary responsibilities?
23. Are there are duties you feel you should be performing as part of your job responsibilities?
24. Do you supervise any employees? How do you assign and review work?