Name:

1. Describe your previous position.
   1. What was the purpose of the organization?
   2. How big was the organization (staff and customers)?
   3. What was the physical size? (number and size of buildings and property)
   4. Who did you report to?
   5. What did your schedule look like?
   6. What events or tasks changed your schedule?
   7. How many staff did you manage?
   8. Were you in charge of hiring your staff?
   9. What did the schedule of the staff look like?
   10. What events or tasks changed their schedule?
   11. How did you evaluate their performance?
   12. What disciplinary actions did you have to take with your staff?
   13. What were your purchasing responsibilities?
   14. What was your budget and how did it change year-to-year?
   15. What were your sales responsibilities (face-to-face)?
   16. What were your advertising responsibilities?
   17. What capital projects have you been involved with?
   18. What events required you to interact with public officials (regulatory, police, political)?
   19. What events required you to interact with an attorney?
   20. How did you stay organized?
2. There is another interview round with Father Johnson. If we call you for that …
   1. When would you be able to start?
   2. May we contact your references?
   3. Can you provide an example of your writing and communication?
   4. lnue@stpaulsrockcreek.org
3. CEMETERY DEMEANOR