

COMPANY PROGRAM INTERVIEW QUESTIONS

PRESIDENT

To conduct the panel interview for this position, Advisors choose one to two questions from below to ask the candidates for President. Fellow company members will listen to the questions and responses, making notes if they so choose. After listening, company members will vote by secret ballot for the candidate that they think will best fulfill the role.

1. What is one goal—either personal or professional—that you would like to accomplish in your lifetime?
2. What leadership skills do you possess that makes you the ideal candidate?
3. Explain a time when you successfully handled conflict in a group dynamic.
4. Why are you interested in this position?
5. What would you, as President, hope to accomplish in *JA Company Program* this year?
6. Tell us about a time when you took on a leadership role.
7. What is your definition of success?
8. How do you manage your time?
9. How do you make decisions?
10. Do you consider yourself a risk taker or do you like to play it safe?
11. Do you understand the difference between making a decision that is best for the group vs. making decisions based on what you personally think?

VP FINANCE

To conduct the panel interview for this position, Advisors choose one to two questions from below to ask the candidates for this Vice President position. Fellow company members will listen to the questions and responses, making notes if they so choose. After listening, company members will vote by secret ballot for the candidate that they think will best fulfill the role.

12. What makes you the ideal candidate for the position of VP Finance?
13. Explain a time when you ran into a math problem that you could not solve. What actions did you take?
14. This position requires a great deal of organization. Tell us how you will ensure that you remain organized in this position.
15. What motivates you?
16. You will have to work closely with many different departments. Please give us an example of when you worked effectively in a team.
17. Disagreements happen in the workplace. Tell us about a time when you disagreed with a fellow team member. Explain the conflict and how you resolved it.
18. What do you imagine will be your biggest challenge in this position?
19. Why does this position appeal to you?
20. If a team member does not complete their work correctly, this will have a strong impact on your position. Tell us how you would handle this situation. (If candidate needs more prompting: i.e., Marketing is not logging sales correctly; money does not match up; production is not submitting receipts, etc.)
21. How do you deal with pressure or stressful situations?
22. You and your department members are responsible for all the money handled by the business. What would you do if you found out one of your staff was not following correct accounting procedures and keeping money or cash in unsecure locations (home, locker, backpack)?

VP MARKETING AND VP SALES

To conduct the panel interview for this position, Advisors choose one to two questions from below to ask the candidates for this Vice President position. Fellow company members will listen to the questions and responses, making notes if they so choose. After listening, company members will vote by secret ballot for the candidate that they think will best fulfill the role.

23. What makes you the ideal candidate for this position?
24. This position requires a great deal of organization. Tell us how you will ensure that you remain organized in this position.
25. Tell us a time when you had to train or coach a peer because he/she was not performing to a certain standard. How did you approach this situation?
26. You will have to work closely with many different departments. Please give us an example of when you worked effectively in a team.
27. Disagreements happen in the workplace. Tell us about a time when you disagreed with a fellow team member. Explain the conflict and how you resolved it.
28. Name your top three strengths. Name your top three weakness.
29. Why does this position appeal to you?
30. This position requires attention to detail. Tell us how you will make sure that you successfully keep track of products and sales.
31. How do you deal with pressure or stressful situations?
32. You find out that a member of your JA Company is not signing out product before taking it home. They deny signing it out when asked. What do you do?
33. As Vice President Marketing or Vice President Sales, what goal(s) would you set and what would be your plan to achieve these goals?

VP PRODUCTION

To conduct the panel interview for this position, Advisors choose one to two questions from below to ask the candidates for this Vice President position. Fellow company members will listen to the questions and responses, making notes if they so choose. After listening, company members will vote by secret ballot for the candidate that they think will best fulfill the role.

1. What makes you the ideal candidate for the position of Vice President of Production?
2. This position requires tracking quality control of products. How will you ensure the product remains high quality?
3. Acquiring supplies for production is a vital part of this job. How will you make sure you do not have material shortages? If you do have a shortage, how will you handle this situation?
4. You will have to work closely with many different departments. Please give us an example of when you worked effectively in a team.
5. Disagreements happen in the workplace. Tell us about a time when you disagreed with a fellow team member. Explain the conflict and how you resolved it.
6. What do you imagine will be your biggest challenge in this position?
7. How would you handle a situation where you are not able to meet sales demands?
8. This position requires attention to detail. Tell us how you will make sure that you successfully keep track of materials.
9. You find out you can buy supplies much cheaper from an online source. The issue is that this supplier is known to use unethical labour practices (underpaid staff, bad working conditions). How would you decide what to do?
10. How do you deal with pressure or stressful situations?
11. As Vice President of Production, what goal(s) would you set and what would be your plan to achieve these goals?

VP HUMAN RESOURCES

To conduct the panel interview for this position, Advisors choose one to two questions from below to ask the candidates for this Vice President position. Fellow company members will listen to the questions and responses, making notes if they so choose. After listening, company members will vote by secret ballot for the candidate that they think will best fulfill the role.

1. What makes you the ideal candidate for the position of Vice President of Human Resources?
2. This position requires a great deal of organization. Tell us how you will ensure that you remain organized in this position.
3. Tell us a time when you had to train or coach a peer because he/she was not performing to a certain standard. How did you approach this situation?
4. Keeping morale high is important as Vice President of Human Resources. Tell us what strategies you would use to ensure employees remain content?
5. As Vice President of Human Resources, you may have to help resolve conflicts. Tell us about a time when you successfully resolved a conflict.
6. What do you imagine will be your biggest challenge in this position?
7. Why does this position appeal to you?
8. As Vice President of Human Resources, you will be privy to confidential shareholder information. How will you ensure that this information remains private?
9. How do you deal with pressure or stressful situations?
10. You find out that one of your staff has been untruthful about their absences from JA Company sessions. You also have been informed by the VP of Accounting that this same employee has been submitting receipts that have not been pre-approved for purchasing supplies. How do you proceed?
11. As Vice President of Human Resources, what goal(s) would you set and what would be your plan to achieve these goals?

VP INFORMATION TECHNOLOGY

To conduct the panel interview for this position, Advisors choose one to two questions from below to ask the candidates for this Vice President position. Fellow company members will listen to the questions and responses, making notes if they so choose. After listening, company members will vote by secret ballot for the candidate that they think will best fulfill the role.

1. What makes you the ideal candidate for the position of Vice President of Information & Technology?
2. This position requires using computers. Tell us how you will effectively use technology to enhance the company.
3. As Vice President of IT you may have to train company members on how to use software. Tell us how you would train multiple company members who have varying degrees of ability.
4. You will have to work closely with many different departments. Please give us an example of when you worked effectively in a team.
5. Disagreements happen in the workplace. Tell us about a time when you disagreed with a fellow team member. What happened and how was it resolved?
6. What do you imagine will be your biggest challenge in this position?
7. Why does this position appeal to you?
8. If you only had to choose 1 social media platform for your company to use, which would you choose and why?
9. How do you deal with pressure or stressful situations?
10. You have found out that the logo that has been designed for the JA Company to use is actually a registered copyright. What would you do?
11. As Vice President of Information Technology, what goal(s) would you set and what would be your plan to achieve these goals?

VP HEALTH & SAFETY

To conduct the panel interview for this position, Advisors choose one to two questions from below to ask the candidates for this Vice President position. Fellow company members will listen to the questions and responses, making notes if they so choose. After listening, company members will vote by secret ballot for the candidate that they think will best fulfill the role.

1. What makes you the ideal candidate for the position of Vice President of Health & Safety?
2. This position requires keeping company members safe at all times. Tell us how you would ensure the safety of all company members.
3. As Vice President of Health & Safety you will have to train company members on emergency procedures. How will you train company members and ensure they understand the procedures?
4. You will have to work closely with many different departments. Please give us an example of when you worked effectively in a team.
5. You continually notice that laptop power cords are spread around the room and are sometimes elevated, creating a tripping hazard. How would you address this concern?
6. What do you imagine will be your biggest challenge in this position?
7. Why does this position appeal to you?
8. If someone was seriously injured in your company, how would you handle the situation?
9. How do you deal with pressure or stressful situations?
10. You have a huge order that has been placed that day. It is really important to get the order produced as fast as possible. At the JA Company session, you find out that the safety goggles that are needed are unavailable to proceed. What would you do?
11. As Vice President of Health & Safety, what goal(s) would you set and what would be your plan to achieve these goals?