SAMPLE INTERVIEW QUESTIONS

Interviewing the various faculty, staff, students, supervisors and administrators becomes similar to playing a stimulating game of "21 questions." All the facilitating skills you use and teach will come to the forefront during the interviews.

The realm of questions which could possibly be posed is endless. Sample questions are outlined below, but other questions can and should be developed to obtain answers specific to team concerns for each individual program area. As well, the team will have an opportunity to review the initial review letter sent to the CACREP liaison by the executive director and will gain some insight into specific areas that the team has been asked to address. These questions should be discussed and delegated during the team planning time.

SAMPLE QUESTIONS FOR FACULTY:

1.   Describe your department's method for conducting practica (or internships) including one-to-one supervision, site selection, on-site supervision, and the classroom component.

2.   How do you feel about the institution's support of the department? Please explain your answer.

3.   What process does the department utilize for curriculum changes, program evaluation and/or development?

4.   What do you believe are the major assets of your training program? Major weaknesses?

5.   How does your department assess teaching effectiveness?

6.   Explain your department's relationship with the library and/or the computing center.

7.   How does your department's acquisition of resource materials compare with other departments?

8.   Explain how information processing resources are integrated into the department in order to accomplish its goals and objectives.

9.   How does the computer network system on campus effect your overall performance?

10.   How would you describe your familiarity with the campus/departmental information processing resources?

11.   For adjunct faculty: What opportunities do you have to participate in faculty in-service/professional development? How do you feel about your relationship with the full-time faculty?

SAMPLE QUESTIONS FOR ADMINISTRATORS:

1.   What do you believe are the major strengths and weaknesses of each of the Counselor Education programs?

2.   How do the department's resources compare with other departments? Please explain your answer relative to staff size, budget, facilities, graduate assistants, and information processing resources.

3.   Standard I.F. states that "The institution provides encouragement and support for program faculty to participate in professional organizations and activities (e.g. professional travel, research, offices held). How does your institution meet this Standard?

4.   What are the institution's contributions to the department's faculty and students regarding statistical consultation, computer assistance, and funds for data analyses?

SAMPLE QUESTIONS FOR STUDENTS:

        Note: It has been suggested that the team may request the opportunity to visit a class to conduct the student group interview.

1.   Was the process of admissions into the program clearly explained in the institution's catalog and program brochures? Explain.

2.   Explain the department's process in disseminating materials regarding the program's objectives, courses, etc. Were the materials clearly stated?

3.   Explain whether you feel you receive adequate evaluation regarding your development of the knowledge, skills, and attitudes related to the counseling profession.

4.   Please describe some of the curricular experiences you have had in the program which have enhanced your personal development.

5.   Explain how access to the library, computer equipment, and counseling facilities affects your overall performance in the program.

6.   What are your perceptions regarding the helpfulness in obtaining information from departmental faculty, staff, library assistants, computer center personnel, etc.?

7.   Please describe your understanding of the program's retention policy and the advising process.

SAMPLE QUESTION FOR DOCTORAL STUDENTS:

1.   Please describe how the curricular experiences you have had at the Doctoral level have increased your knowledge and skills in academic and clinical instruction, clinical supervision, leadership, research, program evaluation and consultation.

SAMPLE QUESTIONS FOR PROGRAM GRADUATES:

1.   Now that you are employed as a counselor, what do you think were the major strengths and weaknesses of the program?

2.   Explain how the program's ongoing evaluation of your academic performance, professional development, and personal development provided insight into how you would perform in your chosen field?

3.   Explain what resources/support the institution provided you in your job hunt. Were they satisfactory?

4.   In what ways did the entry level program provide you with adequate curricular experiences in the core areas?

5.   Explain how advisement and curricular experiences during your doctoral program helped in the completion of your dissertation.

SAMPLE QUESTIONS FOR PRACTICUM/INTERNSHIP SUPERVISORS:

1.   What is your evaluation of the students' preparation for the practicum/internship? What strengths to you see? Weaknesses?

2.   Describe the communication that occurs between you and the program prior to the start of the practicum/internship.... during?..... and/or near the end of the clinical experience?

3.   What preparation have you received from the program in order to host and supervise an intern or practicum student?

4.   When vacancies have occurred in your organization, has your counseling center/school hired graduates of this program? If no, why not?

5.   Describe the program's expectations for the student's activities during the practicum/internship.

6.   Please indicate the number of hours of direct client service you require during the practicum internship.

7.   How often do you meet with the practicum/internship student on a one-to-one supervisory basis?

SAMPLE QUESTIONS FOR LIBRARY, COMPUTER CENTER STAFF:

1.   How does library usage by the Counseling Department faculty and students compare with other department? Explain how you derived this conclusion.

2.   Explain the computer network(s) on this campus. How do the computer systems match in the library and the departments?

3.   How does the informational resource budget for the Counseling programs compare with other departments? How does the department utilize this money?

4.   How many and which acquisition committees do Counseling program faculty serve on?

5.   Explain the library's policies regarding accessing off-campus information.