

Interview Questions – Land Governance Officer

DRAFT INTERVIEW QUESTIONS

Introduce Interview Panel, First Nation History and/or Programs & Services, then Job Posting. Advise that you will be asking a series of questions and the Candidate has an opportunity to ask questions at the end. (Rating: Poor 1 2 3 4 5 Excellent)

1. Please tell us about yourself and why you are applying for the Land Governance Officer position?
2. What do you feel are some of the personal characteristics needed for success in this position?
3. What does your office experience and software experience include? Be specific to proficiency in office equipment and computer programs.
4. What is your knowledge of the XX First Nation Land Code and the implications for the members of XX First Nation?
5. Please provide examples of research you have done in the past in terms of land management issues.
6. Scenario: Interaction with the public – explain how you would handle the following situations.
 1. An irate Band member comes in and demands that you do something outside of your job description or in an area that you feel uncomfortable dealing with. How would you respond to the band member?
 2. You are asked to provide information to the public about a file, (i) by a band member, (ii) tenants (iii) real estate agents (iv) if applicable a family member
7. Describe all the possible parties that you will need to deal with as the Land Governance Officer.
8. Give examples of your experience in assisting on developing policy and/or laws, be specific to land use planning issues?
9. How would you set up a Land Governance office filing system?
10. What is your knowledge of Wills and Estates in relation to First Nation Lands?
11. Are you willing to go for training?
12. A criminal record check is required. Do you have a criminal record that would prevent you from working with our organization?
13. The position sometimes requires a flexible schedule. Are you available to work some evenings and weekends?
14. Do you have a valid driver's license and insured vehicle?

15. When are you able to start? What is your salary expectation? The salary range for this position is between \$_____ and \$_____.
16. Please close by telling the Committee any additional information you feel we should know in order to help us make our decision?