**Selected candidate responses**

**Business Manager Interview Questions**

**Date**

1. Please tell us why you want to be the Business Manager in MSAD 52 and why you believe you are prepared to meet the challenges of this position.

1. What experience do you have supervising staff and how would you describe your supervisory style?

1. What experience have you had with overseeing Transportation, Facilities and/or  Food Service? If you do not have any background in these areas, how would you prepare yourself for this part of the job?

1. Have you been involved in contract negotiations? If yes, what has your role been?

1. How do you approach negotiating prices for electricity, diesel, propane and paper?

1. Tell us about a time you made a serious mistake in your professional career.  What did you learn from it?  How did you resolve it?

1. Describe an ethical dilemma you have faced and how you handled it.

1. How would you evaluate practices and systems currently in place? What factors would encourage you to implement change? How do you implement change?

1. Tell us about your experience managing grants such as Local Entitlement, Adult Education and Title funds.

1. Please describe your experience in working with a school finance committee, a facilities committee and a safety committee.

1. What experience have you had developing and monitoring budgets?

1. Please share with us your knowledge of the Essential Programs and Services Model and how this impacts a school budget.

1. You notice a pattern of over-expending lines in one of our schools.  What would you do?

1. Is there anything that we have not asked that would be important for us to know as we consider your candidacy for the Business Manager position?

1. Do you have any questions for us?