

Sample Interview Questions When Hiring a Farmers' Market Manager

Alberta Agriculture and Forestry (AF) is committed to the long term success of approved farmers' markets in Alberta. One of the ways this can be achieved is through recruiting and selecting the most appropriate candidate for market manager. The purpose of this information sheet is to provide information to boards and selection committees on interview questions to consider and hiring tips. It may not be complete and should be customized to fit your market's situation.

Keep in mind that an interview is one step in determining the suitability of a candidate. It is important that you ask questions that will give you an indication of how the candidate will react in certain situations that may arise at the market. It is equally important that you check references on your selected candidate.

There are several types of questions you can ask during an interview, each with different results:

- Open-ended questions that allow the candidate to elaborate on their skills in a specific area. Keep in mind the skills you identified in the job posting.
 - “Tell us about a time when you...”
- Closed-ended questions can frequently be answered with a “yes” or “no”. Whenever possible, follow a closed question with an open-ended question that will allow the candidate to elaborate on the answer.
 - “Do you use social media?”
 - “Please describe your use of Facebook/Twitter, etc.”
- Hypothetical questions will assess the candidate’s ability to think on his/her feet.
 - “What would you do if...”
- Leading questions where the answer seems logical.
- Multi-barreled - two or more questions linked to the same topic. Be sure the candidate answers all the questions and don’t be afraid to repeat part of the question if he/she doesn’t answer.
- Behavioral questions - uses past experiences to predict future behaviors. Questions here seek examples of experiences that shows the candidate has developed specific skills and how these could benefit the market.