

# Partnership Interview Guide

*For Local Unit Extension Boards and Regional Directors*

## Purpose of the Partnership Interview Format

- Shared Ownership: Agents serve both KSE and the local county or district. This format ensures both entities are fully invested in hiring the right person.
- Local Expertise: Board members understand the community's needs and help assess program and cultural fit to the local unit.
- Balanced Evaluation: Boards emphasize local fit; directors assess technical skills.
- Professional Standards: Regional directors ensure consistency with hiring practices, equal opportunity, and competency alignment across the state.
- Long-Term Success: A well-matched hire leads to stronger relationships and higher retention.

## What to Listen and Look for

Skill Area	What to Listen for	Why it Matters
Initiative	Took action without being told. Started or improved something.	Agents work independently.
Work Ethic	Stories of persistence, time management, or problem-solving.	Work often requires flexibility and trust.
Communication Skills	Clarity, audience awareness, public speaking examples.	Agents must communicate effectively with a variety of audiences and stakeholders.
Community Knowledge	Understanding of local needs, challenges, and industries.	Local relevance improves program success.
Relationship Building	New partnerships, trust-building, resolving conflict.	Essential for long-term impact.
Volunteer Management	Examples of volunteer recruitment, training or motivation.	Volunteers are critical to KSE programs.
Problem Solving	Step-by-step examples of overcoming roadblocks.	Helps with programming and partnerships.
Flexibility and Resilience	Adaptation to challenges, learning from failure.	Unpredictability is part of Extension.
Self-Reflection	Willingness to grow, take feedback, and learn.	Indicates maturity and potential.

# Interview Questions

1. As you reviewed the responsibilities for this position, which two or three specific tasks most excited you — and what concrete experience prepares you for those tasks?

*\*Interest alignment, Readiness\**

2. Tell us about a time when you saw a problem or an opportunity in a team setting and took initiative to address it without being directed. What did you do? What was the result?

*\*Initiative, Work ethic\**

3. Provide a specific example of how you worked with someone who disagreed with you. What was the disagreement about, and how did you handle the situation?

*\*Conflict resolution, Professionalism\**

4. Based on what you know about this county and our community, what do you see as one current opportunity and one current challenge for extension programming here?

*\*County knowledge, Research skills\**

5. Give an example of a time when you successfully engaged people from a different background, age group, or community than your own. What strategies did you use to build trust?

*\*Relationship building\**

6. Walk us through a project you managed — how did you set goals, stay organized, and measure success?

*\*Organizational skills, Accountability\**

7. What about this job most excites you? What do you think will be your biggest challenge, and how do you plan to address it?

*\*Motivation, Self-awareness\**

8. Share an example of how you built a strong partnership with a new group, organization, or stakeholder. How did you first connect with them, and what steps built the relationship?

*\*Community engagement, Relationship building\**

9. Tell us about a time when you managed or supported volunteers. What did you do to motivate them and help them succeed?

*\*Volunteer management and leadership\**

10. When you have multiple tasks and deadlines, how do you prioritize? Share a specific time when you had to balance competing responsibilities.

*\*Time management\**

11. Describe a situation when you had to adjust how you presented information to different audiences. How did you change your approach, and what was the outcome?

*\*Communication skills, Adaptability\**

12. Describe a tough situation at work, school or a volunteer role when you demonstrated a 'can-do' attitude. What made it tough, and how did you stay motivated?

*\*Work ethic, Resilience\**

13. How do you define Volunteer Development?  
Share an example of how you have recruited, trained or supported volunteers in the past.  
*\*Volunteer philosophy and action\**

14. In extension, success is often measured by impact. Give us an example of a time you had to evaluate the success of a program or project. How did you measure success, and what did you learn?  
*\*Outcomes-focused mindset\**

15. Tell us about a time you worked with a limited budget. How did you prioritize needs and maximize impact?  
*\*Resourcefulness, Strategic thinking\**

16. Share an example of when you had to quickly learn a new skill or area of knowledge to do your job well.  
*\*Adaptability, Lifelong learning\**

17. Describe a time you motivated a team or group to accomplish a challenging goal.  
*\*Leadership, Teamwork\**

18. Tell us about an event, workshop or program you planned. How did you market it and measure its success?  
*\*Program planning, Communication\**

19. How would you describe the role of an extension agent to someone who has never heard of extension before?  
*\*Communication skills, Understanding of extension mission\**

20. Tell us about a time you helped a group or organization plan for the future.  
*\*Strategic planning, Community development\**

21. What steps would you take in your first 90 days to learn about this community and establish connections?  
*\*Initiative, Community awareness\**

22. Share an example of a risk you took professionally. What was the result?  
*\*Initiative, Risk management\**

23. Describe a time when you had to advocate for an idea or program you believed in.  
*\*Advocacy, Passion for work\**

24. How do you stay organized when managing multiple programs, events and stakeholders?  
*\*Organizational skills, Time management\**

25. Share a time you received constructive criticism. How did you react and what did you change?  
*\*Self-reflection, Growth mindset\**

26. What strategies have you used to recruit participants for educational programs?  
*\*Outreach, Marketing skills\**

27. How do you ensure you are continually learning and improving professionally?  
*\*Professional development, Initiative\**

28. If you are selected, what is one new program or outreach idea you would propose for our county?  
*\*Creativity, Community understanding\**

29. Tell us about a time when you worked without guidance in an unusual situation.  
*\*Initiative, Problem solving, Flexibility\**

30. Is there anything else you'd like to share that highlights why you are the best candidate for this extension agent position?  
*\*Strong closing, Personal branding\**