

Possible Vendor Interview Questions for Consumers and Family Members

Pick the questions most important to you

General Questions

If I decide to hire you or your agency, are you the person who will actually be working with me directly (e.g., to find a job, to work with my coworkers to teach me the job)?

If you are not the person who will work with me directly, will I have a choice of who the staff person is?

How many people with disabilities like I experience have you helped to find a regular, individual job?

Please tell me how you went about finding them a job, helping them to learn their jobs, and helping them to keep their jobs?

Tell me about the challenges these people experience?

Tell me about the jobs that you got for them – the kind of work they are doing, how many hours they work, how much they earn, and how long did they keep their jobs?

Would you arrange for me to talk with a couple of these people and their families?

If you are interviewing an agency:

Could you guarantee that the same staff person can work with me through the whole process of getting, learning and keeping my job?

How long have the employment specialists worked for your agency? Do you expect them to stay with your agency for at least the next year?

How many other people are you or your staff currently working with?

Questions Specific to Your Job Goals and Path

I am interested in the following kind of job: (name job or field)

What would you do to help me find this kind of job?

Where would you look for this kind of job for me?

What would you say to a potential employer?

How would you describe your role to a potential employer?

How would you describe me to a potential employer?

How would you involve me in the job seeking process?

How would you help me learn my job?

Would you keep me update on how the job search process was going?

How would you work with my employer and coworkers to help me learn my job?

How would you work with my employer to help me keep my job?

Other Services

Do you help people to learn to use the public bus?

Do you transport people whose jobs are not on a public bus line?

How do you do this?

Do you transport people whose jobs are not on a public bus line?

How do you do this?

How flexible would you be in changing the services that I wanted or needed?

Funding and Roles

What would you charge to provide:

- Job Search?
- Consulting with my employer and coworkers while I learn my job?
- Ongoing consultation with my employer and coworkers to help me keep my job?
- Transportation?
- Personal Care Assistance?

How many hours a week could you guarantee me for:

- Job Search?
- Consulting with my employer and coworkers while I learn my job?
- Ongoing consultation with my employer and coworkers to help me keep my job?

Would you agree to a monthly invoice system in which I approve all my payments based upon services we agreed to?

Would you be supportive of me using some of my funds to reimburse and employer to train and support me?

Are you able and willing to operate on a “fee for service” basis?

Are you certified to provide services by:

- Seniors & People with Disabilities?
- Office of Vocational Rehabilitation Services?
- One Stop Programs?