**Interview Guide**

[INSERT ORGANIZATION LOGO HERE]

**Introduction**

Start by providing the candidate with some information about your role, the organization and the process you will be following.

* Provide a brief introduction of who you are and who you represent.
* Describe the purpose for the interview and approximately how long it will take.
* Explain how the interview process will work.
* Explain how you prefer the interviewee ask questions (i.e. throughout the conversation, or at the end of the interview).

**Example:**

First, I would like to thank you for meeting with me today. My name is [NAME] and I am the [POSITION] at [ORGANIZATION]. As you know, we are looking to hire a [POSITION] and we would love to learn more about you and if [ORGANIZATION] could be the right fit for you. This interview will take approximately [X] minutes.

We are conducting our initial rounds of interviews this week. Our intention is to contact you via email by the end of next week if we would like to invite you for a second interview with some other staff or the Board. We are looking to have this position filled by the end of the month.

I have approximately [X] questions I would like to put forward to you and will ensure we leave time for you to ask any questions you may have for me.

**INTERVIEWER QUESTIONS**

Below is a list of example interview questions you may wish to use. Remember, your bank of interview questions may be required across two rounds of interviews and ideally they are not repeated.

**Question Set #1: Opening Statements/Presentation**

* Please introduce yourself, describe what interests you about this position and what knowledge, skills, and experience you would bring to the position.
* How would this position differ from other positions you have held?

**Question Set #2: Career History and Key Accomplishments**

* Can you describe your responsibilities at [ORGANIZATION]?
* What made you decide to move to at [POSITION]?
* What would you highlight as your key accomplishment as at [POSITION]?

**Question Set #3: Personality and Behavioral Situations**

* How would you describe your key strengths and areas for improvement?
* How would you define your management and leadership style?
* Do you have experience that required at [X]?
* How would you approach your first 100 days on the job?
* How would you define success after 3 years in the role?
* (If applicable) What will be your strategy for building trust and engagement with staff?

**Question Set #4: Specific Examples of Experience in Key Areas**

* Do you have any experience working with [X]?
* What is your experience with building collaborative partnerships?
* Do you have any experience working with and building relationships with [X COMMUNITIES]?
* What is your understanding of [X]?
* How would you describe the potential challenges you may face stepping into the role?

**INTERVIEWEE QUESTIONS**

After asking your questions, ensure you provide time for the candidate to ask any questions they may have about the role. In anticipation of potential questions the interviewee may have, ensure that you are aware of the following:

* Why is the position being filled?
* What are the key behaviours and competencies for this position?
* What are the dynamics of the team this position is part of?
* What type of person might work well with this team or organization?

**Example:**

Those are all the questions I have for you. Is there anything you would like to ask me about the position or the organization to help you make a more informed decision about whether this is the right fit for you?

**CONCLUSION**

Thank the person for their time. Let them know how they can follow up with you if they have any further questions. Explain any next steps and when they can anticipate hearing from you.

**INTERVIEWER NOTES**

Ensure you document both the candidate’s responses to the question, and your reflections on their responses.

**Example:** (adapted from the Society for Human Resource Management)

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| --- | --- |
| **Rating Values** | **Definition** |
| Exceeds Requirements | Demonstrates competency accurately and consistently in most situations with minimal guidance. Many good examples. |
| Meets Requirements | Demonstrates competency accurately and consistently on familiar procedures and needs supervisor guidance for new skills. Some good examples. |
| Below Requirements  | Demonstrates competency inconsistently, even with repeated instruction or guidance. Few good examples. |
| Significant Gap | Fails to demonstrate competency regardless of guidance provided. No good examples. |
| **Question** |
|  |
| **Response** |
|  |
| **Probing Questions/Responses** |
|  |
| [ ]  Exceeds Requirements | [ ]  Meets Requirements | [ ]  Below Requirements | [ ]  Significant Gap |

**RECOMMENDATIONS**

Based on the interview, determine whether they are a good fit or of they are not suitable for the position. Notify the candidate accordingly.