

# Executive Director Interview Guide – Version 2

Date: \_\_\_\_\_

Name: \_\_\_\_\_

## Welcome

-Introduction of the interview panel

-Process for the interview

-Confirmation they received the job description and framework document

1. Can you tell us what prompted you to apply for this position?

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2. How do you feel your educational background will support the duties and responsibilities of the Executive Director of *(organization)*?

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3. An understanding of the \_\_\_\_\_ sector will be critical to the overall success of the Executive Director. Please tell us about your background and experience within this sector?

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4. One of the critical priorities is the development and launch of \_\_\_\_\_ for our members. Through a specific example please outline your experience within \_\_\_\_\_?

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5. Representing our members to government, corporations and other partners is an important function of the Executive Director. Please outline a specific successful advocacy campaign you lead or participated in? How did you specifically contribute to the result?

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6. Considering the current economic climate, almost every not-for-profit is facing considerable fiscal challenges. How have you developed or raised funds for other organizations in the past? What would your approach be, specifically in terms of fund development, within (*organization*) for the 1<sup>st</sup> year?

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7. Please outline for us your specific competencies around the usage of accounting and web management software?

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8. Please describe your preferred process for the development of a strategic plan, and then a business plan and budget?

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9. Please explain to us your past experiences working with volunteer boards of directors. What governance type structure do you prefer to work within?

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10. Please describe a situation in which you delivered inadequate customer service? Specifically explain how the situation happened and what you did about it?

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11. General questions:

- a. If you were the successful candidate when would you be available to start work?
- b. The successful candidate will have to be bondable, be able to pass a police records check, be able to obtain a satisfactory driver abstract and complete a computer skills competency test. Would any of these be an issue for you?
- c. The Executive Director will be required to work some nights and weekends. Is this an issue for you?
- d. The Executive Director will have to travel and be away from home overnight occasionally. Is this an issue? Do you have a vehicle you can use?

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12. Is there anything you would like to share with us or that we should know about?

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13. Do you have any questions?

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Our next steps...