

# Executive Director Interview Guide – Version 1

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

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

## Welcome

-Introduction of the interview panel

-Process for the interview

-Confirmation they received the job description and framework document

1. What do you know about the (*organization*) and why are you interested in the Executive Director's position?

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2. What do you see as some of the common challenges being faced by not for profits and how will you be able to help the (*organization*) address them?

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3. If you were to structure a set of basic values and beliefs on which to build a successful business what would you include in your list and why?

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4. Describe to us an issue that you felt passionately about and wanted persuade others to change their policies or practices. What was the issue and specifically how did you attempt to persuade them & what was the result? Would you do anything differently?

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5. Program and product development is a key component of this position. Please give us an example of a program or product you developed and describe the process you used from inception to operation.

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6. Describe your business planning process, how often do you do planning & what are the key steps? How do you deal with unforeseen circumstances that may be detrimental to your plan?

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7. At some point we have all faced some level of conflict with a Board of Directors or senior manager. Please outline for us such a time in your career. What was the cause of the conflict, what did you do to alleviate the problem? What were the results?

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8. What aspects of your management style have made you particular effective in the management and motivation of others?

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9. The (*organization*) makes extensive use of volunteers. What are the major challenges faced by organizations using volunteers and how to you intended to address them?

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10. Can you give us an example of something very creative that you did? Why was it creative, what were the alternative approaches you considered and why was this a particularly creative solution?

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11. From a job content standpoint what components of your previous jobs did you enjoy the most and what did you find the most frustrating or difficult?

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12. Please outline for us the specific competencies you have in using a computer and applicable software.

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13. What do you consider your two or three most significant accomplishments in your career?

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14. In what ways are your qualifications & experiences unique and distinctive?

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15. From an overall effectiveness standpoint, what would you most like to improve that would enhance your value to your employer?

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