

Guiding Questions for Screening Interviews

1. Thank you for coming in for this interview. We would like to start by asking you to provide us with a brief overview of your relevant work experience.
2. Please tell us why are you interested in the position at <the organization> in particular?
3. Why do you think you are well suited for this position? Probe: What skill sets and/or strengths do you possess that would enable you to lead <the organization> effectively?
4. What experience do you have working with our constituencies/members/the communities we serve and the issues they face? Probe: Can you talk specifically about different sectors of the community you have worked with?
5. Please describe your experience in <insert issue area> relevant to the work of <the organization>?
6. What is your experience in the areas of policy advocacy and public speaking? Have you successfully led policy advocacy campaigns? Please give us an example.
7. Please give us an example of a major obstacle or challenge you faced in your work, how you tackled the challenge, and describe what were the outcomes.
8. Please tell us about your success in fundraising, giving a specific example of your largest solicited gift from a foundation. What strategies would you employ to build relationships with donors and significantly increase the organization's funding base?
9. How would you describe your leadership style? Probe: What values guide your leadership approach?
10. What is your vision for <the organization>? How would you like to see <the organization> grow, develop, expand in the next 5-10 years?
11. How would you go about positioning <the organization> to achieve greater visibility and strategic impact?
12. What else do you want us to know about you? Is there anything else you would like to share?