

Executive Director Interview Questionnaire

Below is a sample interview questionnaire that can be modified for your organization and the position you are interviewing.

CANDIDATE NAME: _____ DATE: _____

QUESTIONS	COMMENTS
Tell us a little about yourself.	
Tell us a little about your work history.	
What do you know about our organization?	
What interests you about this job and what skills and strengths can you bring to it?	
What would you describe as your greatest strength as a leader?	
What would you describe as an area that needs improvement as a leader?	

<p>Describe someone you have learned from or who has mentored you in the area of leadership.</p>	
<p>Define teamwork and how will you lead the staff members to work as a team?</p>	
<p>How do you handle conflict? Can you give an example of how you handled a workplace conflict in the past?</p>	
<p>Briefly summarize your history of grant writing or other written projects.</p>	
<p>Have you supervised or managed employees in the past? How many?</p>	
<p>Briefly summarize your experience working with fund raising and budgets.</p>	
<p>Briefly summarize your experience working with or managing multiple projects.</p>	

<p>Summarize your experience with program development.</p>	
<p>Will you be able to travel from home for work? Both in-state and out-of-state?</p>	
<p>Are you the parent of a child with special needs? If so, briefly explain.</p>	
<p>Discuss pay package and benefits with candidate as appropriate.</p>	
<p>Other Questions/Comments:</p>	