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## Sample Interview Agenda & Questions

### **Interview Agenda**

1. Welcome
2. Round-the-table introductions: name, affiliation and role
3. Core questions
4. Open questions
5. Candidate questions
6. Wrap-up

### **Core Questions**

1. To get started, please give us a very brief sketch of your career as it leads up to your interest in this position. (Probe: Why this position at this time?)
2. Looking at your most recent job, what's different about the organization as a direct result of your work there?
3. Please give us an example of a really significant obstacle or challenge that you have faced in your career and how you tackled it.
4. Could you give us an example of a problematic relationship that you turned around or one that you couldn't turn around and what you learned from that experience?
5. How would you go about learning about our members and what they do? (This question applies only to membership organizations.)
6. What experiences would you draw on to build relationships with our current donors, develop new donors and sources of support, and ensure that our organization meets its fundraising targets?
7. What skills and specific experiences would you draw on to raise the visibility of our organization?
8. As chief executive, what are the key things that you would expect from the board, and what should they expect from you?
9. What are some crucial ingredients in fostering high levels of staff performance? Do you have some examples of putting them into practice?
10. Given what you know about our organization, why do you think you are well suited for the position? What about the job do you think might be most challenging?

### **Illegal or Inappropriate Interview Questions**

According to the U.S. Equal Employment Opportunity Commission, it is illegal to ask questions about the following:

* + Race, color or national origin
	+ Religion
	+ Sex, gender identity or sexual orientation
	+ Pregnancy status
	+ Disability
	+ Age or genetic information
	+ Citizenship
	+ Marital status or number of children

Avoid questions about these inappropriate topics:

* + Political affiliation
	+ Family issues (such as child care needs)
	+ Arrest record
	+ Military discharge
	+ Credit history
	+ Health history
	+ Height and weight

**If in doubt, don't ask.**