

Initial Screening Questions: Promising Candidates

Sample

General Questions

1. What are your initial impressions of Our Client and its work?
2. Why are you interested in this Executive Director position and how would this role fit into where you are in your career?
3. Our Client helps its members develop effective strategies for [xyz]. In what ways are you best prepared to inform this work?
4. In this role, you would be reporting directly to the Board of Directors. Have you reported directly into a board as its sole direct report? And whether you have or haven't, please describe your experience working with boards of directors.
5. What is the largest size operating budget you've been responsible for overseeing?
6. What is the largest number of staff you've managed?

Engagement, Strategy and Fundraising

7. To achieve its mission, Our Client must be a highly collaborative organization. Please describe a successful collaboration you've either led or played a major role in.
8. Our Client would like its next ED to help refine its strategy. Please describe your experience leading, facilitating or participating in strategic planning.
9. Please describe an opportunity you've had to speak and/or advocate publicly on behalf of an issue or an organization and why you feel you were successful.
10. Our Client gets substantial funding from grants and contracts. Please describe your experience in grant and contract procurement and management.
11. [Is relocation required for you to take this role?] What do you know about XYZ community/state?

Personnel & Management

12. What core values do you bring to your work? How do others describe you?
13. What is your approach to building and sustaining a strong team around you?
14. In life, we all have help on our personal journey. Tell me about someone who has been a personal or professional champion or mentor of yours.

Wrap Up

15. This is your opportunity to do your own "pitch." Why do you think you are especially well-suited for this position?
16. Except for your interest in this position, please tell me a little about why you are considering a new role.
17. How much time would you need from accepting an offer to starting work?
18. What is a compensation range you would consider for this position?
19. What are the questions you have for me?