Interview Questions with Scorecard

Adapt the questions and attributes to best suit your needs. Rate the interviewee’s responses using the following scale. Totaling the scores will allow you to compare across candidates.

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Interview: \_\_\_\_\_\_\_\_\_\_\_

**1 = Very Weak 2 = Weak 3 = Okay 4 = Strong 5 = Very Strong**

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| **Questions** |  |  |  |  |  |
| **Credibility** |  |  |  |  |  |
| 1. Describe a time where you had to work with a decision that had been made by a national group or another person/group in authority that you did not fully agree with or that would, perhaps, represent the interest of the majority but not everyone. | 1 | 2 | 3 | 4 | 5 |
| 2. Tell us about an experience you’ve had with nonprofits that has helped to shape your perspective on the sector. What have you learned from this experience or group of experiences about yourself which makes you a good candidate for this position? | 1 | 2 | 3 | 4 | 5 |
| **Excited and Creative about the Challenge** |  |  |  |  |  |
| 1. Tell us about a time where you generated a novel solution or saw possibilities that others did not. What did you draw on to be able to come up with this solution? | 1 | 2 | 3 | 4 | 5 |
| 2. Describe how you have cultivated optimism and enthusiasm for your work in the past and how that made your position less a job and more a career or calling. | 1 | 2 | 3 | 4 | 5 |
| **Extraordinary Communications Skills** |  |  |  |  |  |
| 1. Describe a time where you were able to persuade others through written communication. Describe a time when you were able to persuade others through verbal communication. | 1 | 2 | 3 | 4 | 5 |
| 2. Tell us about one important thing that you have said in your professional life that you would take back if you had the chance. | 1 | 2 | 3 | 4 | 5 |
| **Collaborative Relationship Builder** |  |  |  |  |  |
| 1. Describe a time when you were able to get consensus, compromise or an agreement from a group that was challenging and/or held differing views and perspectives or where there might have been outright hostility. | 1 | 2 | 3 | 4 | 5 |
| 2. Tell us about a time where you had to engage with a team of people and provide the inspiration and resources so that the team could deliver the project or meet the goals. | 1 | 2 | 3 | 4 | 5 |
| **Emotional Maturity** |  |  |  |  |  |
| 1. Describe a time when you were faced with problems or stresses that tested your coping skills and perhaps left you not quite satisfied with your performance at work. What did you do about it? | 1 | 2 | 3 | 4 | 5 |
| 2. Tell us about a demanding situation in the past in which you managed to remain calm and composed on the job when working through a challenge. | 1 | 2 | 3 | 4 | 5 |
| Totals |  |  |  |  |  |

## Indicate the Attributes that you Observed during the Interview

* Professionalism
* Humility
* Service
* Respect for the Sector
* Visionary Perspective
* Creative Problem-Solver
* Perpetual Learner
* Knowledgeable
* Curious
* Energetic
* Independent-Minded
* Good Writer
* Good Speaker
* Interesting & Interested
* Skilled at Communicating Diversity of Thought & Opinion
* Able to Speak from Multiple Perspectives
* Respectful Educator
* Skills
* Teaching & Role Modeling
* Training Skills & Experience
* Likeable
* Establish & Maintain Relationships
* Understand Dynamics of Relationships
* Sensitivity to Conflict Management
* Able to Communicate & Manage Multiple Points of View
* Diplomacy
* Sense of Humor
* Self-Awareness
* Able to Balance
* Flexibility