

CANDIDATE NAME: _____ DATE: _____ POSITION: _____

INTERVIEW QUESTIONS

Guide to Evaluation: Q = Questionable; M = Meets Expectations; E = Exceeds Expectation

Question	Q	M	E
INTEREST IN JOB			
1. Why are you interested in this position?			
BACKGROUND/ WORK ACHIEVEMENT			
2. Please walk us through your resume, including why you left your previous positions.			
3. What particular skills and experience do you possess that you feel make a strong candidate for this position?			
4. What professional successes are you most proud of and why? What has been your most interesting failure that you learned from?			
CREATIVITY/PROBLEM SOLVING			
5. Describe a time when you had to take on something new or different and had little or no guidance. How did you handle it?			

PARTNERS	Q	M	E
6. How do you plan to work with the external partners both to meet common goals and also to strengthen their capacity?			
7. When training partners what tools and means would you use?			
TECHNICAL/JOB SPECIFIC			
8. Describe to us the qualities of a good leader. Share with us an instance where you provided strong leadership.			
9. Share an experience you had strengthening capacity of local partner organizations. What worked? What didn't?			
10. What do you think are key factors for establishing and maintaining strong working relationships?			

11. What would be your approach to establishing links with other emergency response organizations in terms of collaboration and funding support?			
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WRAP UP			
12. What questions do you have for us?			

Overall Comments:
