**Executive Director Interview Scoresheet**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Introduce all interviewers and explain the process.

Provide a brief description of organization and job description.

|  |  |
| --- | --- |
| **Interview Questions #1** | **Score 1-5** |
| Tell us about the experience, education, skills and knowledge you have that qualify you for this position. * Nonprofit management experience?
* Early childhood development experience?
* Basic financial/budgeting/contract management?
 |  |
| **Comments:** |
| **Interview Questions #2** | **Score 1-5** |
| What qualities do you think are required in a successful leader? Tell us about a time when you used your leadership skills to solve a complex problem? |  |
| **Comments:** |
| **Interview Questions #3** | **Score 1-5** |
| Have you ever worked with a board? What is your understanding of the board’s role in a nonprofit organization? |  |
| **Comments:** |
| **Interview Questions #4** | **Score 1-5** |
| Tell us about yourself as a communicator: at work, at home and with the larger community. Give us examples of building community support around a project or organizational mission. |  |
| **Comments:** |
| **Interview Questions #5** | **Score 1-5** |
| Tell us about your hands on experience with fundraising? Grantwriting, special events, donor development? Give us an example of a successful fundraising project you managed? |  |
| **Comments:** |
| **Interview Questions #6** | **Score 1-5** |
| In a diverse community with various socio-economic backgrounds and experiences, how might you offer support to local child care centers needing to reach out to and engage all families?  |  |
| **Comments:** |
| **Interview Questions #7** | **Score 1-5** |
| If we asked a colleague, a student, and a parent about you, how would they describe you?  |  |
| **Comments:** |
| **Interview Questions #8** | **Score 1-5** |
| If we asked someone you had a conflict with in a former job, how would they describe you?  |  |
| **Comments:** |

Give a score to the following items:

**Communications Skills: Score 1-5**

**Professional Appearance: Score 1-5**

What questions do you have for us?