

Interview Guide

Position: Director of Holiday Cheer

Compensation: 100k – 200k _____ annually
(PLURAL NOUN)

Benefits: Full use of the company _____, unlimited _____,
(TYPE OF TRANSPORTATION) (HOLIDAY SNACK)
and _____
(NOUN)

Questions

1) Hello, I'm _____ the _____. How are you today?
(YOUR NAME) (YOUR POSITION)

2) I see you attended _____ University in _____.
(NOUN) (LOCATION)
Are you from _____?
(THE SAME LOCATION)

3) What _____ you to _____ a career
(VERB, PAST TENSE) (VERB)
in _____?
(NOUN)

4) This role requires lots of _____ and _____.
(ADJECTIVE) (VERB ENDING IN -ING) (ADJECTIVE)
_____. How do you feel about that?
(VERB ENDING IN -ING)

5) Tell me about a time when you _____ between _____.
(VERB, PAST TENSE) (NOUN, PLURAL)
What was the result?

6) If you and a _____ were _____
(NOUN) (VERB ENDING IN -ING)
and you _____ a _____, how would
(VERB, PAST TENSE) (NOUN)
you _____?
(VERB)

7) Great! Do you have any _____ for me?
(NOUN, PLURAL)

Thank you for your _____. We'll _____ you
(NOUN) (VERB)
in the next _____ days.
(NUMBER)

Job Description Template

Title: Director of _____
(NOUN)

Reports to: Executive Director

Job overview

The Director of _____ is a _____, _____ with
(FIRST NOUN) (ADJECTIVE) (NOUN)
exceptional _____, _____, and _____ skills.
(VERB ENDING IN -ING) (VERB ENDING IN -ING) (VERB ENDING IN -ING)

The ideal candidate is a team player with a track record of _____
(ADVERB)
_____, _____, a steadfast commitment to
(VERB) (ADJECTIVE) (PLURAL NOUN)
_____, and a passion for _____.
(ADJECTIVE) (NOUN) (NOUN)

The Director of _____ sets _____ goals for _____,
(FIRST NOUN) (TIME PERIOD) (NOUN)
and works with the Executive Director and other staff to _____
(VERB)
_____.
(PLURAL NOUN)

Responsibilities

- _____ a team of _____
(VERB) (NUMBER) (PLURAL NOUN)
- _____ and _____ on a regular basis
(VERB) (VERB) (PLURAL NOUN)
- _____ with donors and _____
(VERB) (PLURAL NOUN)

Requirements

- A minimum of _____ years of experience in _____
(NUMBER) (NOUN)
- A deep commitment to _____
(ADJECTIVE) (NOUN)
- Familiarity with _____ law
(NOUN)

Core Competencies

The purpose of determining core competencies for a role is to establish clearly defined, objective criteria against which all candidate assessment takes place and to use that criteria as the north star for checking biases and evaluating all candidates. Fill out the worksheet below to determine what core competencies a candidate needs to succeed.

1) Alignment with the organization's mission

- _____ years experience _____ in _____ advocacy
(NUMBER) (VERB ENDING IN -ING) (NOUN)
or in direct service of _____
(PLURAL NOUN)
- Can _____ an understanding of why _____ is
(VERB) (NOUN)
_____ for the future
(ADJECTIVE)

2) _____ people manager (ADJECTIVE)

- Has managed teams of _____ or more _____ ,
(NUMBER) (PLURAL NOUN)

(ADVERB)
- Skilled in conflict resolution and mediation through _____ , while
(PLURAL NOUN)
_____ and _____
(VERB ENDING IN -ING) (PLURAL NOUN) (PLURAL NOUN)

3) Experienced _____ (NOUN)

- Can successfully _____ both alone and with a team
(VERB)
- Familiar with _____ technologies
(ADJECTIVE)
- Has _____ ,
(VERB, PAST TENSE) (NUMBER) (PLURAL NOUN)

(ADVERB)

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Core Competencies *continued*

4) Deep knowledge of _____
(NOUN)

- Proven track record of _____
(VERB) _____
(NOUN)
across _____
(PLURAL NOUN)

- Open to new _____,
(NOUN)
but has an existing foundation
in _____
(NOUN)

- Can teach _____ to _____
(PLURAL NOUN) (PLURAL NOUN)
at _____ skill levels
(ADJECTIVE)