

Position # [] – **Insert Position Title**

Interview Guide: Round 2 In-Person Interviews

Interview Panel: [Insert names of Interview Panel Members]

These fields are completed by interview panelists:

Interview Date:		Candidate Name:	
Interviewer Name:		Overall Rating: 1 to 5 (best)	

Summary

*These fields are completed by interview panelist at the end of the interview. Assign a **Rating** from 1-5, with 5 being the highest score for:*

- ◆ The candidate's demonstration of each of the **Presentation Criteria**.
- ◆ *The candidate's demonstration of each of the **Success Factors**.*
- ◆ *An **Overall Rating** for the candidate.*

A word of caution: Be very careful about the notes you make about candidates during interviews. These notes can be requested as discovery material if a candidate ever challenges the Company's hiring decision in court. Keep notes professional and relevant to the criteria for the position.

Category	Rating 1-5 (best)	Comments
Part 1 - Presentation Criteria		
1. Example: About You		
2. Example: About the Sector		
3. Example: In the Role		
4. Overall presentation style, passion, adherence to time		
Part 2 – Q&A Success Factors		

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Candidate Instructions

The presentation instructions shown below were sent to each candidate. They are included here so you are aware of the instructions provided to the candidate.

PRESENTATION INSTRUCTIONS EMAILED TO THE CANDIDATE

The following represents sample criteria. Replace with the questions/criteria sent to the candidate

Our interview meeting will be divided into two parts:

- ◆ **Part 1:** Please come prepared with an **informal** oral presentation for the panel (maximum 30 minutes). For this presentation, please think about and present your summarized and/or integrated responses to the questions outlined below.
- ◆ **Part 2:** Additional Q & A between you and the interview panel (minimum 25 minutes).

Think of this presentation as a one-way conversation. Please do not use PowerPoint®, hand-outs, or visuals. The format, order, and flow of the presentation are completely up to you, and you will have the floor for up to 30 minutes (less than 30 minutes is preferred). We ask that your presentation addresses the following.

1. **Example: About you** What do we need to know about you, your experience, skills and education that would add value to this position? Include the following:
 - a. Your relevant experience as it relates to **Example: marketing**.
 - b. Summary of the top two strategic initiatives you have led.
 - c. One example where you were instrumental in developing a **Example: social media plan**.
 - d. Description of the **Example: marketing** initiative you led that you are most proud of.
 - e. Brief description of the most complex project you have managed.
 - f. Description of your leadership style. Include your leadership strengths and one area in which you feel there is room for improvement.
2. **Example: About the sector**
 - a. Identify one known and significant issue/challenge that is present in the **Insert relevant sector** sector.
 - b. If you had a magic wand, how would you go about addressing that issue/challenge in the sector?
3. **In the position name role.**
 - a. What are the first steps you would take to help determine the strategic direction for the **Insert department or function**?
 - b. What are two examples of possible strategic partnerships the Company may want to pursue?
 - c. If you had to choose one marketing or communications initiative besides our website, what do you think would provide the Company with the biggest bang and ROI?
4. **Example: Summary** Tell us why you would be a great candidate for this position.

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e. Brief description of the most complex project you have managed.
Interview Notes:
f. Description of your leadership style. Include your leadership strengths and one area in which you feel there is room for improvement.
Interview Notes:
2. About the sector:
a. Identify one known and significant issue/challenge present in the Insert sector sector.
Interview Notes:
b. If you had a magic wand, how would you go about addressing that issue/challenge?
Interview Notes:
3. In the position name role:
a. What are the first steps you would take to help determine the strategic direction for the Insert department or function ?
Interview Notes:

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1. Insert Panel Member name (Insert Success Factor - e.g., Creativity)

Q: Tell us about a particularly creative, risky, or innovative change that you were responsible for leading.

A:

2. Insert Panel Member name (Insert Success Factor - e.g., Decision Making)

Q: Tell us about a time when you were at the helm and an important decision was made by committee, but you felt the decision was diluted and not the best direction. How did you balance making sure everyone was heard with ensuring the result/direction was sound?

A:

3. Insert Panel Member name (Insert Success Factor - e.g., Tolerance/Emotional Maturity/Interpersonal Skills)

Q: a) Tell me about your biggest pet peeve at work? What bugs you?

A:

b) What makes you happy at work?

A:

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<p>g) If you were to teach a self-improvement course, what course would it be?</p>
<p>A:</p>
<p>4. Panel Member Name (Insert Success Factor) Q: Interview question</p>
<p>A:</p>
<p>5. Panel Member Name (Insert Success Factor) Q: Interview question</p>
<p>A:</p>