

SAMPLE INTERVIEW QUESTIONS TO HELP YOU SELECT AN INTERIM ED

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Interviewing an Interim E.D. is different than interviewing your next full-time E.D. Below are some suggested questions that will help you find the best match for the executive leader to guide your organization through your leadership transition. Choose 8-12 that are most relevant for your goals during the transition.

1. Why are you interested in serving as an Interim Director, and specifically for our agency (i.e. what motivates you to do this particular type of work, what qualifies you)?
 2. You have had a chance to read our job description?
 3. What are your questions?
 4. In what areas do you think you'll be most challenged?
 5. What do you see as the priorities?
 6. What issues would you hope to address (or do you imagine you'd need to address) in your first month at our agency?
 7. Tell us about your experience in (choose the relevant areas for your transition):
 - a. Financial management
 - b. Human resources
 - c. Fundraising
 - d. Crisis Management
 8. Please take a look at our budget, and let us know what you see? What questions do you have? What concerns?
 9. What do you see as key tools for success in a leadership transition?
 10. Tell us about a time that you made a difficult decision as an Interim.
 11. How is your work as an Interim E.D. different than being a regular E.D.?
How is it the same?
 12. What are three words that the board/staff have used to describe your work as an Interim?
 13. What will you need from the Board to be successful?
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14. What other information do you need from the organization to assess the opportunity?
15. What are your thoughts on the search for the long term leader?
16. The selection committee should describe 1-3 reasonable scenarios that the Interim E.D. might encounter and ask how they have addressed in previous orgs – or how they might address them, such as:
 - a. Restructuring – and some resistance to change
 - b. Lack of trust between board and staff
 - c. Overcoming staff silo's
 - d. Concerns from key stakeholders and funders about loss of a long-term E.D.
 - e. Problematic and/or underperforming senior staff members