



helping organizations chart their course

## TEMPLATE - INTERVIEW GUIDE AND SCORECARD

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# TEAM QUEST

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## Introduction

Name / title

What I do:

The 30,000 foot view of my responsibilities:

\*Be succinct: lead all marketing and communications and assist with public relations, fundraising and all brand components

To give you a more granular view, a couple of projects I'm currently working on in addition to this posted project is:

\*Keep these brief – e.g. developing template responses for public inquiries

\*designing our cloud infrastructure

\*researching our next steps to improve fundraising, especially in a virtual world

## Our mission

Insert org mission here

## Project Overview

Paste project purpose from original project posting. Be succinct.

## Project Details

Link to live project / **Open prior to beginning interview**



## TEAM QUEST

### Project Timeframe

Response times we provide & expectations: # business days. We like to ask the same of whomever we work with

Overall timeframe target: (indicate if it's a soft or hard due date)

### Scorecard

*Link in Applicant profile (catchafire / taproot / linkedin, etc)*

Thanks for your interest in working with us! Based on your credentials and experience, you seem like a great match. I'd like to ask for your patience as I do my own due diligence with the interview process. I'll be using all of this information to decide with my team who is the best match for us.

*Applicants' responses will be rated between 1-5 with 5 being the best response. Responses will be qualified with explicit detail.*

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# TEAM QUEST

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QUESTION / PROMPTS	DESIRED RESPONSE GUIDE	SCORE	QUALIFICATION (RELEVANT EXAMPLES & BEHAVIORS)
Tell me about your dedication to providing pro bono services.	Candidate enjoys giving back through expertise sharing / paying it forward / and is invested in their community		
What about this project most interests you?	Candidate has an interest in data / designing surveys for best data capture		
Tell me about one of the greatest challenges you experienced with a previous pro bono project and how did you handle it?	Candidate provides a clear situation - behavior - outcome response and is solution-oriented either in the example or reflects on what they will do differently next time.		
Tell me about a time you <b>XXXX</b> <i>Tools used; resources used; training received and/or applied</i>	Candidate clearly describes process used, key words associated with technical expertise needed (e.g. <b>XXXXX</b> )		
Tell me more about your work in <b>XXXX</b>			
I'd like to discuss some of the more technical pieces. Talk me through how you would .... <b>XXX</b>			



# TEAM QUEST

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QUESTION / PROMPTS	DESIRED RESPONSE GUIDE	SCORE	QUALIFICATION (RELEVANT EXAMPLES & BEHAVIORS)
What else?			

## Candidate Q+A

What questions do you have for me? (ask even if they had questions throughout)

1. X
2. Y
3. Z

## Feedback

We're interested in continuous improvement. How was today's experience for you? Plus's/Deltas? (Ask questions any about any specific areas you are focused on improving or seeking feedback.)

Any feedback you share here will not impact our decision.

## Next Steps

Several interviews scheduled timeframe.

Will be presenting each candidate to XXXX for a final decision by DAY.

I will be in touch with you by day, either way.

What's the best way to reach you? (direct email / via platform, etc)

Thank you for your time and interest.