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| SECTION I | ***Interview Information*** |
| **Date: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Candidate’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Interviewer’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  | **Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_ Phone Screening Interview****\_\_\_\_\_ On Site Interview – Search Committee** |
| SECTION II | ***Screening Interview*** |
| **Telephone Screening Interview** **(30 min phone call allowing 3-minutes per response and remainder of time for follow-up and Q&A)** | \* Thank the candidate for applying for the position; we have reviewed his/her resume and have just a couple of questions to ask before we invite candidates for an onsite interview.\* Explain to the candidate that this is an introductory call and we will only spend 30 minutes together.1. What do you know about the Cultural Council of Greater Jacksonville and the Greater Jacksonville area?
2. What is your experience with working with a board and building an effective staff team?
3. What is your experience in leading an organization through a period of transition?
4. How do you balance and prioritize the competing demands of internal operations and external stakeholders?
5. Describe your experiences with budgeting and fund raising.
6. What questions do you have for us?
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| **Rank Responses on a scale of 1-5 with 5 being the highest** | **Question One:** **Question Two:****Question Three:****Question Four:****Question Five:****Question Six:****TOTAL:** |
| **Comments** | Record any pertinent information that arises during the discussion. **Proceed to onsite interview? YES / NO** |