

APPENDIX C – Sample Interview Questions

THE INTERVIEW PROCESS

Below are sample questions for the interviewer:

1. Tell me about yourself.

2. Why do you want to join this board?

3. What is your value proposition? What makes you unique?

4. What has been your greatest contribution to your organization?

5. What would your boss, colleagues, staff and clients say about you?

6. What values are important to you?

7. What are your strengths and weaknesses?

8. How have you changed the nature of your job or your company? Why?

9. How do you tell your boss or a board of directors that the action they contemplate is wrong or that they are going in a direction with which you are in total disagreement?

10. Describe a crisis situation where you were part of the team or board, mandated to provide solutions. What was your role?

11. What are your short and long range objectives?

12. How would you describe the ideal board director?

13. What outside activities or organizations are you active in?

14. What are your time commitments?

Below are sample questions for interviewee:

1. What is the history of the board?

2. What is the committee structure and how does it work?

3. What is the role of management on the board?

4. What role do the organization's advisors play?

5. What is the organization's strategic and business plan?

6. What is the distribution of shares? What is the organization's relationship with its largest shareholder (s)?

7. How are directors' meetings run?

8. What are the organization's corporate governance guidelines?

9. What are the potential liabilities of the directors?

10. How are the directors protected from liability?

11. What skill sets are you lacking on the board?

12. Why have you chosen me as a candidate to sit on your organization's board?
