

**Executive Director, AIUSA
Interview Questions and Scoring Rubric**

Below are a series of questions that are relevant for the first round interview as well as a rubric for scoring candidates' answers. The goal of this tool is to allow different interviewers to assess candidates consistently and fairly.

Typically we recommend that an interview start with an overview of the process and an introduction to who is doing the interview and how s/he is connected to the organization. This introduction should include a timeline of the next steps (i.e. "You will be hearing from someone at Koya within the next week"), a sense of how long the interview will be, and any other logistical matters. The candidate should be given an opportunity to ask any logistical questions at this point, before getting into the heart of the interview. It is also important to allow enough time for candidates to ask questions at the end of the interview.

Competency	Relevant Interview Questions	Rubric/Scoring for Interviews
Culture/Mission Fit	<ul style="list-style-type: none"> Tell us about your career path. How has your journey led you to apply to become the Executive Director of AIUSA? What previous experience have you had working with grassroots networks? How do you think that would transfer to AIUSA's membership? 	<p>4 = Strong culture fit and understanding of mission and model</p> <p>2-3 = Good culture fit, knowledge of AIUSA mission and model or openness to learning more</p> <p>1 = Little or no understanding or knowledge of the AIUSA vision and model</p>

Competency	Relevant Interview Questions	Rubric/Scoring for Interviews
Leadership	<ul style="list-style-type: none"> • What skills and characteristics do you think are necessary to be a successful, inspirational leader of staff and a large and widely dispersed grassroots membership base? • One of AIUSA’s core operating principles is the value of shared leadership. What does this mean to you? Please tell us about a professional experience that required you to truly share leadership with others. • Please describe a time when you had to drive significant organizational change. What were the challenges you faced? What strategies did you use to overcome them? 	<p>4 = Skilled manager and leader, able to set a vision and motivate people toward a common goal, comfortable with/believes in shared leadership</p> <p>2-3 = Some management ability but relies on authority or hierarchy or doesn’t show the ability to set a true vision</p> <p>1 = Little or no management ability</p>
Strategic Ability/ Critical Thinking	<ul style="list-style-type: none"> • What do you think are AIUSA’s greatest assets and challenges? • Tell me about your experiences in overseeing a budget, setting milestones and ensuring accountability for an organization’s/department’s finances. • Based on your review of the Strategic Plan and your general research and understanding of AIUSA, what do you think should be some of the incoming ED’s priorities during the first three to six months? 	<p>4 = Strong strategic thinker: clearly states the major components of a strategy and how they connect to success; recognizes importance of buy-in from staff and partners; strong skills in financial/operational management</p> <p>2-3 = Decent strategist, understands how to plan and adapt to changing circumstances; moderately skilled in managing a budget and financial accountability</p> <p>1 = Unsatisfactory answers to most/all of questions</p>
Fundraising	<ul style="list-style-type: none"> • Describe your fundraising experiences and how you think they are relevant to AIUSA’s model and needs. 	<p>4 = Understanding of fundraising mechanics and strategy and track record of fundraising success</p> <p>2-3 = Some fundraising track record but at a mid- or lower-level</p> <p>1 = Limited fundraising experience/track record</p>

Please rate the candidate on a 1-4 scale (4= highest) on his/her demonstration of the following competencies.		
Competency	Rating	Comments
Culture/Mission Fit		
Leadership		
Strategic Ability/Critical Thinking		
Fundraising		
Communications and Interpersonal Skills (Please evaluate candidate on general communications skills and presence during interview.)		
TOTAL Please total the above ratings.		