

## Sample Interview Agenda

*This sample, developed from the BoardSource publication Six Keys to Recruiting, Orienting, and Involving Non-profit Board Members,<sup>4</sup> is designed for a one-on-one interview but can easily be adapted for a group interview.*

### Introduction

- Thank the candidate for meeting with you.
- Explain that while you are meeting with the candidate individually to provide a recommendation, the governing body will be making the final decision (if that is your decision process).

### About your organization and its governing body

- Explain your connection with the organization.
- Explain the mission, history, and programs of your organization. Ask whether the candidate has any questions.
- Explain why you are interested in the person as a prospective member. Be specific, naming skills you admire in that person. Also state whether or not you have previously had young people as members.
- Explain what the governance position entails. Include how much time members are expected to commit, how many meetings there are per year, and any annual contribution expectations.
- Mention if there is a mentoring or a "buddy system" in place.
- Review the letter of agreement (which is essentially a contract for the job, and provides an opportunity for you to specify what is expected of a member).
- Explain what training is provided.
- Explain some of the critical issues currently facing the governing body.
- Explain voting rights of young members.
- Explain the reimbursement policy for travel expenses.

### Questions for the candidate

- Why are you interested in this organization? What aspect of our mission or work is most appealing to you?
- What kind of commitment are you able to make to the organization?
- Why are you interested in joining our governance group?
- What is your background and experience?  
What kind of service have you done?
- What skills, training, resources, and expertise do you have to offer? What are you hoping to contribute and to gain?
- What do you consider to be your weaknesses?
- What can the organization do to help you be successful as a leader or member of a governing body?

### Closing

- Ask whether the candidate is still interested in the position.
- Invite the candidate to observe a meeting, event, or one of the organization's programs.
- If the candidate declines the nomination, ask whether she or he wants to serve the organization in another capacity, such as volunteer, donor, advisor, or provider of in-kind goods or services.
- Offer a packet of information about the organization and its governance. (Do not give materials to the candidate at the beginning of the meeting, so as not to distract her or him.)

<sup>4</sup> Nelson, J.G. (1997). *Six Keys To Recruiting, Orienting, and Involving Nonprofit Board Members: A Guide to Building Your Board* (3rd ed.). Washington, D.C.: National Center for Nonprofit Boards.

## Space

**Plan for the following:** access to the space, size of the space, kinds of movable furniture available, acoustics, costs, availability of parking, equipment, lighting, temperature control, and restroom facilities.

## Resources available/needed

- |                                      |   |                                       |   |
|--------------------------------------|---|---------------------------------------|---|
| <input type="checkbox"/> Flip chart  | <input type="checkbox"/> Audio/visuals    | <input type="checkbox"/> Art supplies | <input type="checkbox"/> Game materials |
| <input type="checkbox"/> Room rental | <input type="checkbox"/> Equipment rental | <input type="checkbox"/> Refreshments | <input type="checkbox"/> Others...      |

## Who will facilitate the process?

- |                                |                                 |                               |
|--------------------------------|---------------------------------|-------------------------------|
| <input type="checkbox"/> Youth | <input type="checkbox"/> Adults | <input type="checkbox"/> Both |
|--------------------------------|---------------------------------|-------------------------------|

## Potential leadership roles for young people within the meeting

Have young person present information.

Choose a young person to lead a committee.

Have young person direct a portion of the meeting.

Others...

## Potential adult roles for the meeting

Sitting next to young people so they are not isolated.

Making sure young people understand terminology used during the meeting.

Asking young people what they think and encouraging them to speak up.

Others...