

Possible Interview Questions: Executive Director - OPG

From SCAO HR

1. What is your overall vision for the Executive Director position and how will you implement a plan of action?
2. Tell us about your greatest leadership experience? What was the biggest leadership failure you have encountered?
3. How many and what types of networks are you a part of and why?
4. Tell us about your experience working with community partners, high level stakeholders, ect. and what you have done to foster relationships at this level?
5. Give us an example of a time you needed to use influence to get a high level publicly visual project done when you had no positional authority to do so.
6. When you were the conduit of high level delicate information how did you communicate the message when the dissemination came with a risk?
7. Tell me about a time in which you brought productive change to an organization. How did you implement this change?
8. What was the most useful criticism you ever received, and who was it from?
9. What are the three most important things that you contribute to the Office of Public Guardianship Pilot Program?
10. Do you have any personal biases? Please describe a time when you came face to face with a bias... what was it and how did you deal with it (if you did)?
11. Tell us about a time when your work performance was criticized and how you handled the situation.
12. Tell me how you have created a shared purpose among people who initially differed in opinions or objectives.
13. Give an example of a time when you implemented an organizational initiative that you did not support. How did you handle this situation?
14. Tell us about a specific time when you had to handle a tough problem which challenged your sense of fairness or ethics.
15. In your professional experience, what is the toughest group from which you have had to gain cooperation? Describe how you handled it and what was the outcome?
16. Tell me about the biggest professional risk you have taken? What was the situation and outcome?
17. Please describe a high-level process for assessing organizational performance and building strategic plans. How do you align strategic plans while maintaining or enabling a competitive advantage?
18. Should you not leave your present position, what will happen there?
19. If not you, who?
20. Tell us about a time you were forced to make an unpopular decision in an organization. What was the situation and how did you handle it?
21. Tell me about a time you had to terminate the employment of a "friend" or someone you worked with for a long period of time?
22. You have a conflict with a member of the board of directors relating to an program initiative. You have no positional authority over this individual. How do you approach this situation? Have you ever run into this issue?
23. Tell us what you believe to be the political risks involved with taking on a position such as this one.

FOR OPG COM'N

REVIEW

7-24-2019

Possible Interview Questions: Executive Director - OPG

24. Tell us about your experience working in a not for profit organization.
25. Tell us about a time you had to actively seek collaborative relationships with governmental and community stakeholders to complete a project. What was your role in the project and how did you ensure engagement from participants.
26. Tell us about any marketing, public relations, or fundraising experience that you have had advocating for non-profit programs/organizations.
27. Please give us an example of a policy that you were integral in implementing. What was the purpose behind the policy and what was your role in implementation.
28. Tell us about your experience managing government budgets, fiscal planning, and policy.
29. Tell us about your experience with/or knowledge of the legislative process.

Executive Director

Possible Writing Sample and/or Interview Questions – Deb BW

Writing Sample

Briefly describe your knowledge and prior experience with services to at risk adults and/or guardianship.

Briefly describe your knowledge and prior experience with project management, research, fund raising or grant writing, hiring and supervision, budget management and strategic planning.

Describe your interest in this position including what excites and concerns you. How does this position fit with your long term professional goals?

Interview

Please summarize for us what you believe to be the scope and goals of the pilot project and the preferred outcome?

Given the scope of the director's position, what is your personal assessment of your current strengths and opportunities for development?

Having reviewed the enabling statute for the Office of Public Guardianship (OPG) pilot project, describe what you believe to be the primary challenges in completing the pilot project and what steps would you take to address them?

The OPG will interact with a large number of community and governmental stakeholders. Describe strategies you would use to establish relationships and manage potential conflicts among stakeholders or between the OPG and stakeholders.

The initial funding for the pilot project may fall short of that needed to serve every potential client in the targeted judicial district. What options would you consider for establishing an intake process that addresses both the needs of clients and the research intent of the pilot project?

How do you visualize our role and your relationship with the Commission? What support do you anticipate needing from the Commissioners?

Describe your personal philosophy of leadership in the context of this project?

Is there anything else you would like to share with us about yourself that would help us better appreciate your interests and commitment to the position?

What questions do you have for us?

Proposed by Kelsey Lesco

1. Please describe the work you are currently doing or have recently performed and how that meets the requirements of this position.
2. What are the major responsibilities/duties with your current position that you enjoy the most? Enjoy Least?
3. Discuss a specific accomplishment you've achieved in a previous position that indicates you will thrive in this position.
4. What do you consider your biggest accomplishment you have had in your career thus far that you are most proud of and why?
5. Tell us about a time when understanding someone else's perspective helped you with an accomplishment or resolve an issue?
6. Describe a stressful situation (or ethical dilemma) you have had at work and tell us how you resolved it.
7. How do you build rapport with people?
8. What skill or expertise do you feel you need to further develop?
9. Do you have any background or knowledge of supported decision making? Do they support full utilization or exhaustion of supported decision making before engaging the court in the guardianship petition process?

10. What role should limited guardianships play in the state? Does the candidate plan to educate stakeholders (court, attorneys, family, support people/organizations) about the role of limited guardianships? If so, how?

11. Do you believe this offices has a role in educating family members and support people about the role of guardianship? Do they intend to involve the office in trainings that cover things like: explaining what guardianship means and doesn't mean (the powers and limits of guardianship orders), pros and cons of formalizing the relationship through the court, obligations of guardians to report to the court, alternatives to guardianship, etc.?