

Position/Job title: Devo team director

Date: June 15th, 2019

Interviewer Name: Tabitha Laframboise

Candidate Name:

Key tasks to evaluate:

- Leadership skills
- Communication skills
- Organizational qualities
- Situational awareness

KSAOs to evaluate:

- Mentor and coach others
- Organize and schedule staffing and events
- Communicate clearly verbally and in writing
- The ability to handle a heavy task load

Opening Questions:

What do you bring to the table that other candidates may not?

What made you interested in the Devo team director job?

1. Very Strong evidence competency not present	2. Strong evidence competency not present	3. Some evidence competency is present	4. Strong evidence competency is present	5. Very strong evidence competency is present	Insufficient evidence for or against competency.

Behavioral Questions	Candidate Behavioral Examples
Name a situation where you were in charge of communicating disappointing news to a customer. How did you go about that? How did the customers react?	
What would your process be in hiring and scheduling new staff?	
What experiences have you had in the past that prepared you for this position?	
Have you ever been overwhelmed at work dealing with a high workload? How did you handle that situation?	
Give an example of how you brought change to improve a process or program.	

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Behavioral Questions	Candidate Behavioral Examples
<p>If a parent comes to you with a concern for their child's progress, how would you handle that?</p>	
<p>Have you ever been in the situation to present new ideas to fellow colleagues? <i>If yes, how did you go about this? If no, how would you present your ideas?</i></p>	

Closing Questions:

Are you able to commit to at least 15 admin hour during non practice hours and at least 15 coaching hours during practice hours? Are you able to work some weekends for competitions? (Practice hours being from 4:30pm-8:30pm)

How do all the duties and tasks of this job make you feel?

Any questions for me?