

**DRAFT Michigan Independent Citizens Redistricting Commission
Executive Director
Interview Guide**

Panel Member: _____

Candidate: _____

Interview Question Response Criteria				
Outstanding	Very Good	Good	Adequate	Inadequate
4	3	2	1	0

Rating Key:

- *Outstanding (4)* – Possesses a degree of knowledge, skill or ability clearly expected to result in job performance far above the basic requirement of the position for that factor.
- *Very Good (3)* – Possesses a sufficient degree of the knowledge, skill or ability to expect job performance that is significantly better than minimally acceptable and is clearly superior to most satisfactory applicants for that factor.
- *Good (2)* – Possesses a sufficient degree of the knowledge, skill or ability to expect job performance better than minimally acceptable but not superior, for that factor.
- *Adequate (1)* – Possesses a sufficient degree of the knowledge, skill or ability to expect minimally satisfactory job performance for that factor.
- *Inadequate (0)* – Does not possess a sufficient degree of knowledge, skill or ability to expect minimally satisfactory job performance for that factor.

Opening Remarks

Greet the candidate, giving your name and position. Introduce all panel members and their roles within the agency. Inform the candidate we have a series of questions that will be rotated by the panel members and they will have an opportunity to ask questions at the end.

Interview Questions

1. Why are you interested in this position, and in the work of redistricting in Michigan more broadly?

Rating:

Notes:

ADAPTABILITY

2. Describe a situation when you faced a challenge. How did you solve the problem, and how did it work out?

Rating:

Notes:

BUILDING PARTNERSHIPS

3. Give me an example of a team decision you were involved in recently. What was your role? What was the result?

Rating:

Notes:

4. Can you tell us about a time when you had to facilitate a decision or consensus between multiple different people and/or organizations?

Rating:

Notes:

COMMUNICATION

5. Give me an example of a work situation that required excellent communication skills. How did you approach that experience or moment, and what was the result?

Rating:

Notes:

DECISION MAKING

6. Tell me about a time when you had to be relatively quick in coming to a difficult decision. How did you approach it and how did it work out?

Rating:

Notes:

DELEGATING RESPONSIBILITY

7. We are interested in your style of management. How would you describe yourself as a manager?

Rating:

Notes:

LEADERSHIP/LEADING THROUGH VISION & VALUES

8. What are some of the most difficult or complex directives you have ever had to implement? Explain how you approached the task.

Rating:

Notes:

PLANNING & ORGANIZING WORK

9. We are interested in how you engage in strategic planning. What processes have you found useful, and where would you start with the work of the Commission?

Rating:

Notes:

HR

10. Tell us about a time when you were asked by a boss, co-worker, customer, or supplier to do something unethical. How did you respond?

Rating:

Notes:

CLOSING

11. Considering the responsibilities of this position, where do you see your greatest potential contributions?

Rating:

Notes:

12. How do you envision the relationship between the executive director and the Commissioners? How would you approach communication and your working relationship with the Commissioners individually and as a group?

Rating:

Notes:

13. Do you have any questions for us?