Organization Name & Role - Screening Interview via Phone

**APPLICANT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ INTERVIEWER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| 1. Do you have pets? Tell me a bit about them? |
| 1. In your own words, describe \_\_\_\_\_\_’s mission? |
| 1. Why do you want to lead \_\_\_\_\_\_? What would you hope to achieve? |
| 1. You would be coming into an organization with seasoned staff. How would you begin the working relationship with the team? What are the first steps you would take? |
| 1. In managing staff, how do you ensure that tasks are completed on a timely basis and standards upheld by your team? Please provide an example from your past experience in managing a staff performance. |
| 1. Animals raise a lot of emotion and passion for people including volunteers, staff, donors. Can you give an example from the past that illustrates how you managed an emotionally charged situation? |
| 1. A woman has come into the shelter to surrender a pet because she does not have enough money to provided needed vet care for an ailment. What would your policy be on this sort of situation and how would you like to see staff handle that discussion? |
| 1. What do you see as critical lifesaving programs for dogs and cats that are part of the role of a humane organization? Discuss your knowledge of and any experience with these programs   *Check off if mentioned: \_\_\_ TNR/SNR community cats, \_\_\_pet adoption promotion/policies,*  *\_\_\_ managed admissions, \_\_\_pet retention/admissions alternatives, \_\_\_\_ animal health care/treatment,*  *\_\_\_ enrichment/stress reduction/behavior modification, list others they mention:* |
| 1. You have been the \_\_role\_\_ at \_\_org name\_\_, could you tell me about your annual intake numbers? What was your live release rate? Did it change during your tenure? Why or how did that happen? |
| 1. Talk about your past experiences working with boards of directors including challenges and successes you had. |
| 1. Share your past experience with engaging the community with a cause or effort? Have you worked with the news media (TV, radio, print)? Public speaking? Please describe related experiences. |
| 1. Can you talk about your experience with fundraising and development? Describe various kinds of fundraising you have been past of, such as direct mail, online fundraising and cultivating major gifts/donors? Share some of your successes and challenges. If no exp: talk about how you think you would approach this challenge. |
| 1. What is your experience managing budgets? What is the largest budget you have managed? |
| 1. Anything else you would like to tell us? |
| 1. Do you have any questions? |
| *Provide:*   * Willing to relocate? \_\_\_\_\_\_ * Availability for an in person interview? \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ * Willing to make a 3 year minimum commitment?\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Three writing samples \_\_\_\_\_\_ * References \_\_\_\_\_\_ |
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| **General Impressions:** |

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| **Concerns or red flags:** |