

INTERVIEWING OFFICERS

(This is an optional process)

Some organizations greatly benefit from structured pre-election interviews. To ensure smooth and appropriate transitions, officer interviews are recommended. Interviews allow the opportunity to gain an understanding of the capabilities of a potential leader. Anyone can give a good five minute speech. What those leaders will accomplish over the course of their term could be an entirely different story.

Important tasks include:

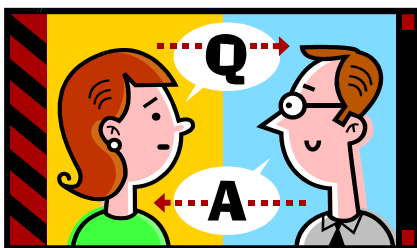
- Create a simple application and have interested individuals fill out the form and sign up for an interview time.
- On the application form, ask for relevant information including their name, position they are applying for, grade point average, previous offices held in organizations, involvement on campus and reasons for running for office.
- List times on a sign-up sheet for candidates to choose from for the interview.
- Post the sign-up sheet in an accessible location.
- Contact each potential officer to let them know what to expect during the interview process.
- Create a professional setting for the interview.
- Common courtesy and basic interview etiquette should be followed.
- Make the applying officer comfortable.
- Ask only job related questions.
- Keep the interview concise and to the point.
- The interview should not last more than 20-30 minutes.



Possible Questions to Ask

Use thought provoking questions to determine an applicant's knowledge base. If the organization does not have interviews before elections, consider asking some of the following questions after an officers' speech:

1. Why did you decide to run for this position?
2. What qualities do you possess that qualify you for this position?
3. What do you hope to gain personally through this experience?
4. Give us an example of a situation in which your leadership skills were tested.
5. What do you think will be the most difficult aspect of being an officer?



6. Describe your most significant college experience.
7. What do you feel are the two biggest issues facing this organization?
8. What changes would you like to make for this organization?
9. What are your time demands/other obligations next year/semester?
10. Tell us what you know about the purpose of leadership transition.
11. How would your friends describe you?
12. Describe how you have worked with other people to accomplish a common goal.
13. What accomplishment has given you the most satisfaction? Why?
14. How much time do you have to devote to this position?
15. Tell us something about you we would not know from your application.
16. Describe your most rewarding organizational experience.
17. Describe a situation in which you failed; how did you cope with that challenge?
18. What is the purpose of this organization?
19. What one person has made a difference in your life?
20. What do you see yourself doing five years from now?
21. How would you describe yourself?
22. Would you be willing to run for another office?
23. _____?

