

Candidate: _____ Date: _____

1. **Edith:** Building upon the questions and discussion during your phone screen with the Search Committee, share with us your thoughts on this position and your desire to fill the role/your match for this position.

2. **Lynne:** What do you think are the critical issues facing families with young children today?

3. **Jen:** Tell us what you know about Elgin (and the western suburbs).

4. **Edith:** What do you believe are the functions (work) of an early childhood collaboration?

What strategies do you believe a collaboration can use to carry out their work in a community?

5. **Lynne:** Would you rather design and develop plans and procedures or implement and manage them?

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6. Jen: Tell us about a situation when you had to stand up for a decision you made even though others didn't agree with it.

7. Edith: Give us an example of a time when your communication skills were powerful enough to enable you to influence the way others thought or acted, even in a situation where the group did not see your point of view. .

8. Lynne: How do you handle difficult people?

(Follow up, as necessary: Give us an example of working with a difficult person. Why was the individual difficult? How did you handle it? What was the outcome?)

9. Jen: Attracting and building funding opportunities will be a fundamental responsibility of the Collaboration Director position. Please relate your experience with fundraising.

(Follow up, as necessary, on: public, foundation grants, individual donors, collaborative project grants)

10. Edith: What would your first few months on the job look like, how would you imagine spending the first month, what would you be doing?

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11. Lynne: What challenges do you anticipate in this job, and how would you plan to meet or overcome those challenges?

In what areas would you need support in this position? (or: Please tell me about the most difficult job-related task you have faced.)

12. Jen: Describe your most ideal and least ideal supervisor. How do you envision balancing reporting to an Executive Committee made up of multiple members?

Edith: Move to the candidate specific questions, if they have not been addressed.

Lynne: Close the interview, ask candidate if they have any questions for us.

Timeline – mid April in person interviews, offer position shortly after. Does involve approval by Executive Committee

Range – 57,000-64,000; includes health benefits at this level of part time status

Reviewer Notes

Comments:

Reviewer _____

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Kim Downing – Thoughts and specific questions

Consider prompting, directing Kim to answer more of the questions with her collaboration experience. It would help to have a sense of what tasks and challenges she overcame in this collaboration role, specific to the work of building collaboration strategies and achieving impact due to the collaboration.

- Speak to us about your experience/knowledge of the systems serving children from birth to five. What defines early childhood? Kim mentioned work within DHS in her previous collaboration, does she have knowledge of the other programs that make up DHS in Illinois?

- How will you approach a multi-system collaboration compared to a single system?

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Daisy Lezama – Thoughts and specific questions

- Please give us an understanding on your thoughts on birth to three as part of the early childhood system (Daisy focused most heavily on services for three to five year olds as the early childhood system, particularly those delivered by the Head Start model)
- How will you work across all the services/systems for young children in the Elgin community, without the perspective of coming from one particular service model? (Daisy brings the Head Start framework to the idea of collaboration, which is coming from the role of being a service provider. Prompt some discussion around how this work takes place when you don't deliver a direct service anymore)

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Casey Amayun – Thoughts and specific questions

- Prompt more discussion on her fundraising experience, not just the work of grant writing but her knowledge of the funding world, her experience cultivating relationships and experience thinking about funding opportunities from a collaborative lens (building collaborative funding)
- Possibly clarify her response about growing in a leadership role, gain a better understanding of what her thoughts were on this area, as she demonstrated numerous experiences of leadership during her earlier phone screen answers