1. *Jennifer,* with introduction of unique reporting/governing relationship of the collaboration: What drew you to apply for this position?

2. *Edith:* Please share with us 2-3 brief examples of your previous accomplishments which are directly transferrable to this work.

3. *Pat:* Please share with us your thoughts (philosophy or approach) to collaboration work.

   Follow up (based on answer): what are the services you see as critical to collaboration for young children?

4. *Jennifer:* What challenges do you foresee in this collaboration position? (Second part) How would you overcome them?

5. *Edith:* Describe a situation where multi-tasking was necessary to meet a goal. How did you feel about the situation?

6. *Jennifer:* What 3 things from your previous experience(s) most qualifies you for this position?
7. *Pat:* How do you establish working relationships with new people? (What approach do you use to establish new working relationships? How do you judge if you are successful?)

8. *Edith:* Of these three areas, which area do you believe you are the strongest. Please give an example of how/why.

   - Organizational Skills: ___________
   - Interpersonal Skills: ___________
   - Analytical Thinking: ___________

9. *Pat:* In what area do you find yourself the weakest, or what area are you working to improve your skills/experience?

Pat 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
Elgin Partnership for Early Learning: Collaboration Director Phone Screen

Candidate: _____________ Date: ______________

Reviewer Notes

Comments:

Advance for Interview (Y/N) _______

Reviewer __________________________________________