

INTERVIEW ASSESSMENT SHEET

Job title:

Name of applicant:

Interview date:

Duration: 45 minutes to 1 hour

Selection Criteria	Questions	Lead Interviewer	Interviewer Notes/Comments
Introduction of panel members			
Motivation and understanding of the role	1. What aspects of your experience and qualifications do you believe contribute to your suitability in working for an NGO in XXX country ? 2. Where do you see yourself in two to five years? How does this post fit into “your personal development plan”?		
Previous Work Experience	3. Can you describe one or two of your most important professional accomplishments? 4. A key responsibility of this position is to help develop systems and templates that standardise monitoring and communication among field teams and the senior programme team. Have you ever developed such a system or process even in a small way? Tell us something about it.		
Personal Characteristics	5. What do you think are your personal strengths and weaknesses? 6. How do you usually address your weaknesses? 7. What do you think are the right processes for making managerial decisions in an NGO?		
Contextual Understanding	8. What do you think could be the opportunities and limitations of implementing projects in XXX country ? 9. What do you think are currently the biggest challenges facing development in XXX country ? 10. What do you think ought to be XXX NGO's key advocacy message to its government at this time of its history and political development?		

Selection Criteria	Questions	Lead Interviewer	Interviewer Notes/Comments
Professional competence	<p>11. Do you have experience in writing proposals and developing programmes?</p> <p>12. Have you ever written reports? If so, for which donors? What are the main components of points to be considered in writing reports?</p> <p>13. How would you manage, at a distance, the staff working to deliver a report for you?</p> <p>14. How would you deal with rumours of sexual harassment amongst your team members?</p> <p>15. Imagine that funds are limited and that this is stopping you reaching a key objective in a project. Can you describe an innovative way that you would solve this problem?</p> <p>16. Do you know what the term “sustainable development” means? How do you think it can be applied in the XXX country context?</p>		
People and Team Management	<p>17. How will you contribute towards establishing or maintaining of a good team?</p> <p>18. Have you ever resolved any conflict situation among your team? How?</p> <p>19. How you build the capacity of your team and mentor them at a distance in systems and processes that you establish?</p>		
Understanding of Gender	<p>20. What do you think are the opportunities and limitations for Gender equality in XXX country?</p> <p>21. How would you link the gender programme with the project activities of our NGO in XXX country?</p> <p>22. Can you give us an example of how one can mainstream gender in one’s projects and programmes?</p>		
	<p>23. Is there anything, which we have not asked you about, which you feel is important we know about in considering your application for the post and which you would like to mention?</p>		

INTERVIEW ASSESSMENT SHEET

Name of Candidate:

Interview Time:	
Panel Members:	
Position:	
Duty Station:	
Chair:	

SUMMARY

Selection Criteria	Notes/ Comments	Met	Part Met	Not Met
Motivation and understanding of the role				
Previous Work Experience				
Personal Characteristics				
Contextual Understanding				
Professional competence				
People and Team Management				
Understanding of Gender				
SUM -UP				
Overall Assessment				
Offer Job	1 st Reserve	2 nd Reserve	Do not offer position	
Reason for rejection / acceptance				

Panel member:

Signed: