

## Preparing for an Interview—Supervisor Worksheet

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**I. Identify the top 5 responsibilities the successful candidate will have to perform in the vacant project position.**

- 1.
- 2.
- 3.
- 4.
- 5.

**II. Identify the Project Goals and Outcomes. Specify the 3-year goals and objectives; and the goals and outcomes relevant to the current year the candidate is being recruited for.**

- 1.
- 2.
- 3.
- 4.
- 5.

**III. Identify the behaviors, attitudes, skills and knowledge the candidate must possess and/or be willing to acquire to meet the responsibilities, goals/outcomes of this position.**

- 1.
- 2.
- 3.
- 4.
- 5.

## Preparing for an Interview—Supervisor Worksheet (cont.)

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### **IV. Have you shared the project plan/VISTA Assignment**

**Description/position overview with the interviewee prior to the interview?**

\_\_\_\_\_yes \_\_\_\_\_no

**If no, set a time and date to convey the information. Who will be assigned to carry out this task?**

### **V. Have you informed the potential candidate of the following prior to the interview?**

1. Details of the position description / project plan overview.
2. What their subsistence allowance will be. This will allow you discuss the subject during the interview when the candidate has had time to think about their ability to manage on such a small allowance.
3. The position is 24 hours / 7 days a week...even though they will not work such hours, it is important to know the expectation may be more than the typical 40 hours per week.
4. Provided a definition of the capacity building role they are applying for and what that means. Also, how that coordinates with the sponsoring organization's responsibility for project sustainability.
5. Shared your expectations of the time and length of the interview. If the interview is in person, where, when and with whom the interview will be held; if by phone, when and with whom the interview will be held and how much time needs to be reserved by the candidate. Also, indicate if anyone else will be on the interview.
6. Shared your expectations for the candidate to ask questions during the interview based on their review of the VAD and the project plan which they should read by the time of the interview. Also, having read it already, they should be prepared to talk about the education, experiences, and strengths they have that will support their success should they be offered the position.