**Questions Developed By VA Nonprofit Corporation Current Executive Directors:**

* If your peers were to comment about your three best attributes, what do you think they would be?  And why?
* Tell me why you think we should hire you.
* Describe a challenging situation you had at work and how you resolved it.
* “Your supervisor has asked you to take on a difficult task that is complicated in nature and you don’t understand all of the necessary requirements to complete the task.  What do you do to ensure that the task is completed satisfactorily?”
* “Your supervisor has asked you to complete a task in a way that you don’t agree with.  How do you approach this situation?”

**In a panel interview, candidates are interviewed by multiple people. Interviewers typically ask a mix of** [**behavioral**](http://jobsearch.about.com/od/behavorialinterviews/a/behavioral-interview-questions.htm) **and** [**situational questions**](http://jobsearch.about.com/od/jobinterviewtypes/qt/situational-interview.htm)**, as well as questions about the candidate's personality and career goals. Below are some common panel interview questions.**

**Panel Interview Questions**

* Tell me about yourself.
* How would a colleague describe you?
* Where do you see yourself in 3-5 years?
* What is your biggest strength?
* What is your biggest weakness?
* Why do you want to work for our company?
* Imagine that you are introducing a new policy to your co-workers or employees, and you are facing opposition. How would you handle it?
* Describe a time when you were working on a team project and there was a conflict in the group. How did you handle the situation?
* Give an example of a time when you had to explain a complex issue to someone who was unfamiliar with the topic.

**Sample “results” questions:**

* What do you see as your greatest achievement in your role as Executive Director at XYZ organization? Why?
* What are the most significant weaknesses in your performance? How do you compensate for those weaknesses?
* Give me an example of where you disagreed with a decision your boss and/or colleague made. What was the situation? How did you handle it? What was the outcome?
* Tell me about a time when, because of your analysis, there was a major change of direction or key decisions in your organization.
* What was the most difficult/complex decision you had to make in your last position? Would you do it differently next time? If so, how?
* What is your decision making style? Provide an example of when you have made a rapid decision and when you took a significant amount of time to make a decision.
* How do you plan your work? Prioritize your work?
* If your most recent supervisor had to characterize your strengths and weaknesses, what would he/she say?

**Sample questions to understand a candidate’s ability to manage and work in teams:**

* Provide some examples of working in a team environment. What was your role? What was your contribution?
* What is different about the way you and your most recent supervisor manage people?
* Give me an example of how you have provided professional development opportunities to your supervisees.
* Give me an example of when you have persuaded a colleague or team member to change his or her approach. How did you do it?
* If your most recent supervisor had to characterize your ability to work in a team, what would he/she say? And your supervisees?
* How do you give feedback? How do you take feedback? Provide examples.

**There are also some specific questions appropriate for candidates who are looking to “bridge” from the for-profit to the nonprofit world:**

* Tell me about your experiences volunteering at XYZ organization (use resume information about past and current nonprofit experience). What did you like best about it? What did you like least about it?
* Why do you want to work in the nonprofit sector?
* How do your experiences translate to the nonprofit sector?
* How do your experiences in the ABC role at the XYZ Corporation translate to this role at our organization?
* Why do you want to work with our organization?
* How does our mission tie to your passions?