**<insert organisation name>**

**Chair/Director Interview Guide**

| **Interview Details** |
| --- |
| **Date and Time of Interview** |  |
| **Name of Nominee** |  |
| **Interview conducted by** |  |
| **Evaluation completed by** |  |
| **Open the interview** |
| * Greet the nominee.
* Introduce the member/s of the Nominations Committee – names and positions
* Explain the intention of the interview and what you hope to achieve by meeting with the nominee, e.g. understand the nominees’ background, previous experience, and determine the candidates’ overall suitability for a position on the <insert organisation name>Board.
* Explain the interview process, e.g. – time allocated and time for any questions the nominee has at the end.
* Time allocated (XX minutes)
 |
| **Conduct the interview**  |
| * Determine which interview panel member will lead each section.
* It is recommended to appoint an individual that is focused on observing during the interview and calling out potential bias in the immediate post discussion round of each candidate.
* Ensure that the interview panel is gender-balanced.
* Provide a standardised interview format.
* Responses provided by the nominee should
	+ be accurately reflected in the notes
	+ help inform considerations of the Nominations Committee.
* The skills and experience sought by the <insert organisation name>Board are: (edit as required)
	+ Governance
	+ Sport High Performance
	+ Finance and Accounting
	+ Government Advocacy
	+ Sponsorship acquisition and Fundraising
	+ Information Technology and Digital Innovation
* Use a scored skills-based assessment during the interview process with weighted scoring.
 |

**Motivation fit question**

*Looking for an insight into motivation, why <insert sport>?*

*QUESTION/S:*

| **Record notes:** |
| --- |
|  |

**Skill and experience fit**

Invite the nominee to provide a brief overview of the board and governance experience they believe most relevant to the skills sought by the <insert organisation name>Board.

QUESTION/S:

| **Record notes:** |
| --- |
|  |

**Behavioural questions**

*Looking for authenticity, challenging status quo, growth mindset, collaborative, action orientation*

QUESTION/S: e.g. What personal attributes do you believe make you an effective director?

| **Record notes:** |
| --- |
|  |

**Child Safety & Conflicts of Interest**

* Here at <insert organisation name>, we take Child Safety very seriously and require all Board members to hold a valid Working with Children Check and Police Check. Could you foresee any reason why you would not be able to obtain a WWCC or a police check?
* Do you have any Conflicts of Interest relevant to this role to declare that we should be aware of?

| **Record notes:** |
| --- |
|  |

**Availability/capacity**

*Looking for evidence that the individual will be able to commit the necessary time and this opportunity will fit with other commitments – work, family, etc*

*QUESTION/S: e.g. "How much time can you commit to the role?"*

| **Record notes:** |
| --- |
|  |

**Interview close**

* Ask the nominee if they have any questions.

| **Record notes:** |
| --- |
|  |

* Inform the nominee of the next steps and how they will be kept updated.

Thank the nominee for their time.

**Interview Performance**

* How did you assess the nominees’ interview performance? *Please circle your assessment rating*

| **Rating Scale** | **Performance** |
| --- | --- |
| **4** | Exceptional |
| **3** | Highly capable and competent |
| **2** | Capable and competent |
| **1** | Requires development |

* In considering all responses to the interview questions, including motivations and fit, did the nominee:

| **Fit consideration** | **There were no concerns presented** | **Some concern presented** | **Significant concern presented** | **If concerns were presented, what were these?** |
| --- | --- | --- | --- | --- |
| **Demonstrate ability to be able to effectively contribute expertise in a desired skill area for the Board?** |  |  |  | *e.g. Candidate’s experience is more aligned to executive delivery, rather than in strategic oversight (per the Board’s function).* |
| **Demonstrate effective alignment to the organisations values?** |  |  |  | *e.g. Leadership or Communication style may have a negative impact on board dynamics and/or stakeholder groups.*  |
| **Demonstrate effective motivation for seeking a position on the Board?** |  |  |  | *e.g. The candidate was not effective in demonstrating motivation for this new opportunity.*  |
| **Demonstrate effective motivation for wanting to contribute to the sport?** |  |  |  | *e.g. Nominee motivated by an opportunity to enhance their Board career but did not demonstrate a compelling motivation to contribute to the sport.* |
| **Present any concerns in relation to being an effective contributor to the Board?** |  |  |  | *e.g. Nominee currently has a number of other commitments and may not be able to effectively contribute to the broad requirements of a Board Member (e.g. Chair sub-committees)* |

* Would you recommend the nominee for a position on the <insert organisation name>Board?
	+ Yes/No

