

Interview Guidelines

Purpose

- Provide applicants and interviewers time to ask and answer questions.
- Help applicant clarify if she believes she is a good candidate to be a member of the program.
- Help interviewers decide if an applicant would be an asset to the program.

Before the interview

- Read each application thoroughly before the interviews start.
- Before the interviews start, talk with your interview team members and decide how you want to approach the interviews: Who will begin the overview? How will you divide the questions? Who will conclude the interviews? Etc.

During the Interview

- Use the questions provided to interview the applicant.
- Please refrain from writing a lot during the interview – it will make the applicant feel uncomfortable. Instead, take time in between the interviews to make your notes and fill out your evaluation form.
- Begin each interview with an overview of the program, the foundation’s mission, and an explanation of the attendance policy. Be sure to highlight at some point the Fund’s policy on choice, funding restrictions and areas of interest (see below). Also, emphasize that they must have a signature from a parent in order to participate.
- Conclude each interview by thanking the applicant for her time and letting her know she will receive a letter from the Fund in about two weeks to let her know the outcome of the process.

After the Interview

- Each interviewer should fill out one evaluation form for each applicant. The team should come to agreement on whether or not to recommend the candidate. The program coordinator will collect the forms.
- As many interviewers as can participate will make the final selection at a meeting on **Thursday July 25th at 5:30 PM** at the office.

Funding Restrictions

The foundation does not support:

- Programs with an objective to restrict or limit a woman’s right to make her own reproductive choices.
- Capital campaigns, endowments, equipment, fundraising or special events.
- Government agencies, individuals, scholarships, political campaigns or lobbying organizations.
- Religious programs (however, programs run by religious organizations may apply).

The foundation is interested in the following areas:

- ___ Women and girls’ economic freedom, security and self-sufficiency
- ___ Women and girls’ health and well-being

Interview Questions

1. Begin with brief overview of the Fund and explain the grantmaking process – talking points provided.
2. What are you hoping to learn by being a member of the program? Why are you interested?
3. What's something you've been involved with in the past that you found to be very rewarding?
4. Do you have a favorite philanthropic organization/nonprofit agency/charity? Why is it your favorite? Are you involved with any?
5. Do you have any prior knowledge of or experience with grantmaking? If no, explain what this is – helpful to the next question.
6. If you could designate money right now to help girls in the community, for what need would you designate money?
7. What would your favorite teacher/coach say is the coolest thing about you?
8. How comfortable are you with working in a group? Have you ever worked on a project or in a group with people you do not know?
9. What would you do if an emergency club meeting at school conflicted with a date you've already committed to attend a meeting?
10. Tell us about a time in your life when you made a difficult choice or decision. What did you learn from it?
11. Is there something else you would like to share with us about you that we have not covered during this interview?
12. What questions do you have about the foundation, or about the program specifically?

Interviewer:

Have you covered the attendance policy?

Have you reviewed with the candidate the grantmaking restrictions and funding interests?