



[Insert position title]

ZOOM INTERVIEW GUIDE | Search Committee

[Insert search chair]: Assume hosting duties.

*Thank you for your interest in the [Insert position title] position. We've got 30 minutes together today. For the first 20 minutes of the meeting, we have prepared some questions for you, saving the last 10 minutes to answer questions you may have.*

*Prompt search committee members to do a quick round of introductions – and speak specifically how they may interact/work with the [Insert position title] position.*

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1. Take a few minutes to 1) tell us about yourself, and 2) tell us why the [Insert position title] opportunity makes sense for you at this point in your career.
2. Our organization's values include Servant Leadership, Innovation, and Commitment- What does it mean to you to be a servant leader?
3. What do you love the most and the least about your current role?
4. Describe your ideal work culture. What three characteristics does it have?
5. Give me an example of a time when accuracy was extremely important in your work.
6. We believe today's challenges require continuous reinvention of people and processes. Describe a situation when you demonstrated initiative and acted without waiting for direction. What was the outcome?
7. Tell us about a time you made a mistake in a professional setting, how you dealt with it, and what you learned from it.
8. (Last Question) What is something that we should know about you that we wouldn't learn by looking at your resume alone?

[Insert search chair]: Watch clock. When 10 minutes remain, turn it over to the candidate for questions. Encourage them to ask anything that is on their mind about the position, working at UGA/DAR, etc. Explain next steps/timeline, who their next communication will come from.