



Resumes only provide basic candidate history. Having candidates respond to questions that are specific to your position opening is a way to work smarter – not harder. You or your team can save hours of time, and therefore money, on résumé review and candidate communications. Our application system is able to make these questions part of the résumé submission process so that you receive the résumés and question responses simultaneously. Plus, candidates who cannot answer the questions generally don't apply – decreasing the number of resumes you must review by up to half. We make the process as simple as submitting a regular ad to the Not-for-Profit News. Below is a list of sample questions to get you thinking or to select from. With your ad submission, send us a total of 4-7 questions to be included in the job posting.

Your submission should be sent to: [Ads@NotforProfitNews.com](mailto:Ads@NotforProfitNews.com) or [CincyAds@NotforProfitNews.com](mailto:CincyAds@NotforProfitNews.com).

### **GENERAL QUESTIONS** *(Might be used for many different positions)*

1. What experience or qualities do you feel make you a uniquely qualified match for this position?
2. Talk about a project or program where you had to gain support from others inside your organization and then implement it. What worked well? What would you change next time?
3. Talk about a project or program where you had to gain support from others outside your organization and then implement it. What worked well? What would you change next time?
4. Share a circumstance where you had to bring order, and perhaps restore relationships, to a group or team.
5. Share a circumstance where your guidance as a supervisor or peer assisted a co-worker in improving their performance.
6. Talk about your personal professional development efforts and how you stay current on rules and regulations that affect your work?
7. As our new \_\_\_\_\_, what professional networks or organizations would it be important for you to be a part of? Which of those are you already active in?

### **CEO/EXECUTIVE DIRECTOR**

1. Tell us about the working relationship you have been successful in creating with boards of directors you have worked with and how you would establish that type of relationship with our board.
2. What have you found to be the board's best role in the strategic planning process?
3. Share an example of a circumstance where you had an uphill battle to sell an idea to the board or senior management and how you did it.
4. How do you know when it is time to dismiss (fire) an employee?
5. What do you expect from a good board chair? What can they expect from you?
6. Talk about how you have been successful in engaging board members in furthering the mission and financial sustainability of the organization.



# Not-for-profit News

## FUND DEVELOPMENT

1. Share a couple experiences from a capital campaign effort you have been involved with. What was your greatest success? What would you change next time?
2. Share your experience in creating or organizing a development office to increase its effectiveness?
3. Talk about how you have successfully engaged reluctant board members in sharing your organization's story and taking ownership for raising funds?
4. What questions would you ask of a potential employer to determine if their expectations of a new development officer are realistic?
5. What types of fund development and/or event software packages have you found to be most useful and why?

## MARKETING AND EVENTS

1. Social media - passing fad or should it be a critical element of our marketing plan? Why?
2. What process would you use to review our current events and determine what needs to end and what needs to be created?
3. Tell us about your greatest event-focused success.
4. Give an example of how you have used outside marketing/PR firms, event planners, and/or contractors to leverage your efforts and benefit your organization?

## HUMAN RESOURCES

1. Share your experience in creating or organizing a human resources office to increase its effectiveness?
2. Explain how you have used technology to better serve the staff and management of the organizations you have worked for.
3. What do you see as the keys to building and sustaining a high performing staff culture?
4. Talk about your past roles and experience in researching and selecting various types of health insurance and employee benefits for an organization similar to ours.
5. Talk about your past roles and experience in researching and developing compensation and benefits systems for organizations similar to ours.
6. Talk about your experience in developing and implementing staff evaluation systems in an organization similar to ours.



# Not-for-profit News

## FINANCE AND ACCOUNTING

1. Share your experience with accounting and reporting for federal grants, state of Indiana funds, and foundation grants.
2. What have you found to be the keys to preparing for a successful annual audit?
3. Describe the membership mix and priorities of your ideal board finance committee?
4. What is your philosophy on how often audit firms should be reviewed and new auditors sought?
5. What have you found to be the best way to reduce and limit expenditures in a nonprofit environment?
6. What types of accounting software packages have you found to be most useful and why?
7. Talk about a time that you had to reorganize the accounting office, how you did it, and the end result.
8. What are the two or three most important ways that you have worked to reduce the likelihood of theft or fraud in the organizations where you have worked?
9. Talk about your past roles and experience in researching and selecting various types of property and/or liability insurance for an organization similar to ours.

## PROGRAMS

1. Talk about your experience in researching and creating a new program for your organization?
2. How do you keep up-to-date on the leading edge of work being done in your field?
3. In your most recent position, how did you ensure that your programs matched the needs of your clients/community and were of very high quality compared to other providers?
4. Share your experience seeking grant funding for your programs.
5. Explain how you have used program evaluation to:
  - a. Improve program effectiveness
  - b. Attract funding or equip your organization to better tell its story

## FACILITY/BUILDING

1. Talk about your experience in coordinating or overseeing facility maintenance needs.
2. Talk about your experience in planning and coordinating the construction of a new building, renovation, or facility addition.