

Final Draft outline for interviews

Introductions to the interview team

Description of the interview process

We plan to spend about 1 hour with you today. We will be asking you questions specific to areas that are important to the future of the cooperative. Members of the interview team will be “taking turns” asking you questions. We will likely be taking notes. Please feel free to continue talking if someone looks away to write something down. After the group has finished with the questions for you, you will have an opportunity to ask questions of the team. Do you have any questions about the interview process?

Brief background on Your Cooperative

Your Cooperative developed over the last year with caregiver meetings, a feasibility study and a business plan. In Your Cooperative, the worker-owners will own the business and staff, such as yourself, would be considered employees. The by-laws of the cooperative provide that only caregivers will be owners of the cooperative. Review the background piece about cooperatives??

First question:

What attracted you to the Your Cooperative Executive Director Position at this point in your career?

Marketing and Public Relations

Growth is essential to the future of the cooperative. There are two aspects of growth critical to the future of the cooperative. Marketing of the cooperatives services to individual and families and outreach to caregivers about the cooperative will both be critical to sustaining and growing this venture.

Describe your experience with marketing and public relations.

Communication and Interpersonal Skills

You will be responsible to the President of the board of directors and through that person, to the board and to the caregivers themselves.

Describe a situation where you were at your diplomatic best.

What was your most significant interpersonal conflict—a situation in which dealing with another person (or persons) was very difficult for you? What did you learn from it?

Contracting

The cooperative is expected to begin operations with a contract for service with Our Favorite County.

What experience have you had in negotiating contracts?

Give an example of an unexpected negotiation result.

Experience

What experience, accomplishments or ideas do you have that would tell us you have the ability to organize and plan the many duties and responsibilities of this position?

Describe some of your past experience in working with a variety of people, to include those from other cultures, past and current clients, fellow employees, and individuals in local public positions.

Describe examples of how you have grown a small organization into a larger organization.

Management, Supervision, and Board Relations

Description of a cooperative organizational chart: In a cooperative, members are the owners of the business. Members elect from among themselves a Board of Directors. The Executive Director answers directly to the President of the Board of Directors. What has been your experience working with boards? What do you perceive as the role of the board and your relationship with them?

What qualities should a successful manager possess?

Scenario:

Continuous training is very important to Our Favorite County in developing and maintaining contract relations with the cooperative. More and more caregivers are interested in becoming member-owners of the cooperative. Each caregiver comes with their own level of experience and training. What do you do when you have prepared a special training opportunity that meets one of the requirements for the county contract and some of the caregivers say that they have already been trained on that topic and don't want to attend.

Budgeting and Financial Oversight

The administrative staff for the cooperative is expected to be small. Your role will be very hands-on. Please tell us about your experience and background with budgeting, payroll, and financial management.

General questions

Why should we hire you?

Do you have any questions that you would like to ask the team?)

At the end, thank the person for coming and tell them that second interviews will be conducted for top candidates.