

Interview Questions for [cooperative name] Executive Director Position

[date]

General Questions

- 1) What attracted you to this position?
- 2) Tell us about your experience with elder care and home based care.
- 3) What is your vision for [cooperative name] and for the Executive Director position?

Marketing and Public Relations

- 4) Marketing and public relations are a vital component to the future of this new business. Describe to us your previous marketing and public relations experience.
- 5) How would you market our services to the community and to potential clients?

Management and Supervisory Experience

- 6) [cooperative name] is a worker owned co-op in which the care providers actually co-own the business. Therefore, the management role is slightly more complex than in a traditional stockholder or privately owned company. Given this situation, how would you work with the care providers?
- 7) In the home care and personal care industry, care providers often have limited contact with fellow members or with staff. What steps would you take to help workers feel connected, to keep care providers informed, and to encourage a sense of ownership.

- 8) Scenario: There is talk among care providers that one of the members may be taking extra long breaks at client's homes and doesn't seem to do a very thorough job. The rumor in the community is that [cooperative name] workers are lazy. How would you as Executive Director handle the situation?
- 9) [cooperative name] plans to hire three additional administrative staff (services coordinator, RN supervisor, and office administrator). How would you go about selecting the staff? How would you manage the administrative staff?
- 10) The Executive Director answers directly to the president of the [cooperative name] Board of Directors. What do you perceive as the role for the board and your relationship with them? What has been your experience working with boards?

Budgeting and Financial Oversight

- 11) The Executive Director will oversee a budget of \$[dollar amount]. Please tell us about your budget and financial management background.
- 12) Scenario: [cooperative name] needs to attract at least \$[dollar amount] in private sales to break even in the first year of operations. What would you do if the co-op is not able to meet projected private pay client sales?
- 13) Scenario: One third of [cooperative name] members presently do not have any health care insurance. Health insurance for full time workers is an important reason why care providers formed the co-op. What would you do if the cost of health insurance rose astronomically (more than the [number]% annually allotted in the business plan)?

Final

- 14) What do you see as the strengths and weaknesses of [cooperative name]?
- 15) Do you have any questions for us?