

## Guidance for Interviewing Team

### *Before Interview*

- A. Review your applicant materials, hiring SOP, screening notes, and this document prior to the interview. All information can be found in the calendar invite from [info@raftcares.org](mailto:info@raftcares.org).

### *Record-Keeping*

- B. **Recommendation:** Print out this template for ease of use. Do not write on this original doc online. Thank you.
- C. Write clearly, take pictures of your notes and upload them [here](#) right after the interview. Thank you.

### *Lead Interviewer*

- D. Identify a lead interviewer to facilitate interview. Lead will:
  - a. Provide warm introduction (about RAFT, names of team members + roles)
  - b. Give overview of Workshop admin position
    - i. Explain the role briefly
    - ii. It is an independent contractor role at 20/hour with at least 5 hours per week
    - iii. Expected start date: Mid-May 2021
  - c. Give brief overview of Interview
    - i. 45 min interview (30 min of RAFT questions, about 10-15 min of your questions)
  - d. Give brief overview of timeline
    - i. We interview until April 29<sup>th</sup>, we will make a decision early week of May 3, onboarding will begin week of May 10<sup>th</sup>

### *Second Interviewer*

- E. Kick off interview with “Logistics Opener Question” section
- F. Responsible for time management
- G. Provide any additional support, clarification, follow-up questions as needed

### *Question Sections*

- H. Alternate between interviewers. For example, Mariam facilitates the Experience and knowledge about RAFT section while Jeremie does the section on core values. Keep alternating between sections, not questions, until finished. Of course, if anyone has follow-up questions or want to present the question differently so that it is understood, please do.
- I. **Recommendation:** If you are concerned about time, I would prioritize all questions in the core qualities section and do at least one question in the remaining sections.

### *Post Interview*

- J. **Recommendation:** Very little research about this (a surprise to be honest), but from my own experience I would recommend not talking about candidates outside of designated times (the interviews/debriefs) until the entire interviewing window is closed.  
**Required:** Please fill out this evaluation of the interviewing process **after you are done with all your interviews and by May 3<sup>rd</sup>**: <https://forms.gle/bu9kWNK6w3KW7GDF7>

Candidate:

Interviewer:

Date:

Score: \_\_\_/18

**Logistics/Opener Question**

Would you be able to commit to the current workshop dates + times?  
Would you be able to attend occasional Monday Team Meetings?

YES  
YES

NO  
NO

NOT SURE  
NOT SURE

**Please tell us about yourself:**

**Opening Question**

*This section will not be scored since candidates will reveal different reasons. We don't want to create a preference for candidates who are in love with us or feign it. This section will be helpful for tiebreaker situations and painting a fuller picture of the candidate and their compatibility with the position and what we may currently need or desire as a team.*

**Q: How is the mission and work of RAFT in line with your personal and career goals? Why are we (RAFT + you) a good fit for each other?**

**Experience & Knowledge in Current Core Qualities of RAFT**

*Efficient, Attention to Detail, Problem-Solve, Supportive Communication, teamwork, adaptability, resiliency.*

**5= Excellent**

Candidate demonstrates at least 6 of the qualities mentioned

**3= Good**

Candidate demonstrates at least 4 of the qualities mentioned

**1= Poor**

Candidate demonstrates less than 4 of the qualities mentioned

*Please Check Off All Questions You Got To Ask*

- Teamwork & Supportive Communication:** Effective & supportive communication is key to the success of remote teams, what do you do when there is a breakdown in communication between you and a team member concerning a shared project or task?
- Adaptability & Resilience:** Tell me about a challenging workplace situation that you had to deal with. How did you adapt and bounce back?
- Attention to Detail & Efficient:** Describe a recent job situation that required great detail and efficiency to complete a task. How did you handle it?
- Problem solve:** Tell me about a time when you had to change your planned course of action at the last moment. How did you solve this problem?

*Please use this space to write your notes/observations to questions asked in this section.*

## Experience & Knowledge about Minimum Skill #1: Demonstrated experience with managing tech support for Zoom, MST, or a demonstrated experience with transferable skills, for workshops or similar events.

### 5 = Excellent

Candidate is well-versed in Zoom, MST or clearly demonstrates ability to be competent in it based on relevant experience. They have strong experience admin-ing workshops. They are able to share challenges they've had admin-ing workshops and how they overcame it and share interesting processes they have done or figured out with the platform that would be useful to RAFT. They have a deep understanding of how key support is to the role, especially to the facilitator and advocates. We can see the candidate growing the role rather than outgrowing it.

### 3= Good

Candidate is experienced in Zoom, MST or has relevant transferrable experience. Candidate may not necessarily have direct experience as a virtual workshop admin but it is clear the candidate could easily do it.

### 1= Poor

Candidate has no experience with Zoom/MST and no adequate transferrable experience.

*Please Check Off All Questions You Got To Ask*

- Share about your experience with zoom and other virtual platforms. What are some ways you've learned to be successful with these platforms? How have you overcame any challenges?
- Share a story that illustrates your ability to provide support the workshop facilitator specifically.

*Please use this space to write your notes/observations to questions asked in this section.*

## Experience & Knowledge about Minimum Skill #2: Demonstrated experience overseeing team calendars/scheduling, upkeep online file management systems (like dropbox, sharepoint, etc).

### 5= Excellent

Candidate has ample experience in organizational effectiveness that is directly related to the role or is easily transferrable. They are both adept at managing and fine-tuning platforms key to the success of RAFT workshop and team (calendar, sharepoint, dropbox, SOPs). Candidate may be experienced with accreditation processes or specifically CEUs. Candidate may be experienced coordinating such administrative tasks within a remote team.

### 3= Good

Candidate has enough experience in organizational effectiveness that is directly related to the role or is easily transferrable. Their experience demonstrate their ability to manage key platforms.

### 1= Poor

Canidate has little to no experience in organizational effectiveness and in the platforms RAFT uses for daily operation. There is little to no confidence in their ability to perform this part of the role.

*Please Check Off All Questions You Got To Ask*

- Share about your experience with calendar management and platforms such as dropbox or sharepoint. What are some ways you've learned to be successful with these platforms? How have you overcame any challenges?
- Can you tell me of a time when you changed a process or procedure to make your department or organization more effective?

*Please use this space to write your notes/observations to questions asked in this section.*

## Experience & Knowledge about Diversity, Equity & Inclusion

### 3= Excellent

Clear knowledge of, experience with, and interest in dimensions of diversity that result from different identities, such as ethnic, socioeconomic, racial, gender, religion, sexual orientation, disability, and cultural differences. This understanding can result from personal experiences as well as an investment in learning about the experiences of those with identities different from their own. Comfort discussing diversity, equity, and inclusion related issues (including distinctions and connections between diversity, equity, and inclusion). Discusses diversity, equity, and inclusion as core values

### 2= Good

Has some knowledge of demographic data related to diversity and awareness of its importance. Shows some understanding of challenges faced by individuals who are underrepresented and the need for everyone to work to create an equitable and inclusive environment for all. Comfort discussing diversity, equity, and inclusion related issues

### 1= Poor

Little expressed knowledge of, or experience with, dimensions of diversity that result from different identities. Discusses diversity in vague terms. May state having had little experience with these issues because of lack of exposure, but then not provide any evidence of having informed themselves. Or may discount the importance of diversity. Little demonstrated awareness of underrepresentation, or of differential experiences, of particular groups. Seems not to be aware of, or understand the personal challenges that underrepresented individuals face or feel any personal responsibility for helping to create an equitable and inclusive

*Please Check Off All Questions You Got To Ask*

- What does DE&I mean to you? How has your commitment to it, if any, showed up in your career?

*Please use this space to write your notes/observations to questions asked in this section.*

## Johari Windows

*This section will not be scored since candidates will reveal different windows. This section will be helpful for tiebreaker situations and painting a fuller picture of the candidate and their compatibility with the position and what we may currently need or desire as a team. If the candidate does not share anything else, please write down what YOU remembered the candidate sharing throughout the interview that may be a good johari window to note. It may be helpful to reflect on what they said in the "tell me about yourself" question.*

**Q: What do you want us to know about you or your experience that we don't know? Is there a particular perspective, identity, experience, strength, or skill that would be helpful to the role?**