CONFIDENTIAL KYEEMA SUPPORT SERVICES INC.

Board Director Interview Questions

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| **Interviewee:** |  | |
| **Interviewers:** |  | **Date:** |

INTRODUCTION BY -

* Introduce Panel members, thank candidate for attending.
* We ask a series of standard questions to all applicants and we will be taking notes throughout the interview.
* Feel free to ask questions – and there will be time at the end.
* We will also show you around the office with one of our participants.

1. **GENERAL**
2. What do you know of Kyeema?

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| Unsatisfactory | Improvement Needed | Good | Strong | Exceptional |

1. Would you give us a high level summary of your career to date.

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| Unsatisfactory | Improvement Needed | Good | Strong | Exceptional |

1. What attracted you to apply for a position on our Board?
2. What skills and qualities do you consider you would bring to the Board?
3. What do you see as your role on a Board?
4. (If appropriate) Given this would be your first Board role, how would you go about learning what is required of a Director?
5. How would you rate your financial knowledge in relation to a Board role?

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| Unsatisfactory | Improvement Needed | Good | Strong | Exceptional |

1. **INDUSTRY RELATED**
2. What experiences have you had working with people of different abilities?
3. What do you think are the biggest challenges in the disability sector at the moment?
4. Did you have a chance to read the annual report? What if anything did you note about the financial information?

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1. **TEAMWORK**
2. A Board is in essence a team. Tell us about the best team you have worked with and why it stands out?
3. Tell us about how you increased teamwork in a previous group you worked with?
4. What has been the most difficult situation you have dealt with at work?
5. How do you think you handled the situation and given the opportunity would you do anything differently?

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1. **DECISION MAKING**
2. Tell us about a difficult decision you have had to make quickly in recent times.
3. How do you normally make decisions in the workplace? Give an example.

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1. **ACCOUNTABILITY/RESULTS**

1. In your career, what has been your biggest success?
2. How do you improve the quality of your results?
3. What kinds of problems have people recently called on you to solve? Tell us how you solved them.

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1. **CONCLUSION**
2. Do you have any questions you would like to ask us?
3. The position is subject to an online police check – are you willing to go through this?
4. Thank you for attending – next steps will be…..

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| **Additional Matrix** | **1** | **2** | **3** | **4** | **5** |  | |
| **Relevant Experience** |  |  |  |  |  |  | |
| **Board qualifications or experience** |  |  |  |  |  |  | |
| **Professionalism** |  |  |  |  |  |  | |
| **Personality & Cultural Add** |  |  |  |  |  |  | |
| **Overall Skill Set** |  |  |  |  |  |  | |
| **Communication/Listening Skills** |  |  |  |  |  |  | |
| **Overall Attitude/Enthusiasm** |  |  |  |  |  |  | |
| **TOTAL MAXTRIX SCORE** |  |  |  |  |  |  |  |
| **TOTAL QUESTIONS SCORE** |  |  |  |  |  |  |  |
| **TOTAL SCORE FOR STAR** |  |  |  |  |  |  |  |