

# Interview template

Name of candidate:		Date:	
Panel member:			

Each member of the panel should make notes and score each question. Score 1 for a good answer, 2 for an excellent answer.

Question	Notes	Score
What particularly interests you about this charity?		
Please can you tell us about a time you worked with a group or committee of a project?		
How did you ensure that the group met its objectives?		
Who do you think are the key stakeholders for this charity and how do you think we can build better relationships with them?		
How would you as a trustee set a good example as a representative of the charity to the outside world?		
How would you work effectively with someone who was very quiet in meetings?		

How do you think a good Chair can make a difference to a committee's work?		
Tell us about a time when you had to tackle a difficult situation when you thought someone was making a bad decision. How did you deal with this?		
What would you do if one of the organisations tendering for a piece of work with the charity was run by a friend or colleague of yours?		
How do you think we can make the charity more open (chose a group which the charity is not currently engaging with effectively)?		
Imagine that the charity had a 50% cut in funding. What actions do you think you and the other trustees should take?		
Tell us about a time when you had to keep something confidential. Is there a circumstance under which you would break confidentiality?		
What are the advantages of having a trustee board made up of people from all sorts of backgrounds with different skills and experience?		
Do you have any questions for us?		
Score out of 24		

*The above is a list of commonly asked questions for trustee interviews. We recommend that you refer to the Role Description and the Person Specification for each specific role that you are recruiting for and make sure that you include relevant questions*