ILLINOIS VIOLENCE PREVENTION AUTHORITY – DIRECTOR

INTERVIEW QUESTIONNAIRE

I. Professional Experience (Weighted Value - 30%)

1. Please tell us how your previous work experience has prepared you for this position.

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2. Please describe your experience in violence prevention.

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3. What are your thoughts/opinions/beliefs on the cure for violence both locally (in Chicago) and throughout the state? Describe the approach you would take if given the opportunity to lead IVPA?

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4. Describe any experience you have had with the fiscal aspect of program management, including routine monitoring of funds and grantees and in addressing audit inquires.

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_____

5. Describe your experience collaborating with boards or large influential stakeholders to achieve shared goals.

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RATE CANDIDATE RESPONSES FOR HIRING CRITERIA I: PROFESSIONAL EXPERIENCE

CIRCLE YOUR RATING: 1 2 3 4 5

II. Education, Training and Supervision (Weighted Value - 20%)

1. Describe your educational background and what coursework or training you have received relative to this position.

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_____

2. What previous professional development or training has prepared you for supervisory responsibilities?

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_____

3. What experience do you have in addressing union grievances?

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RATE CANDIDATE RESPONSES FOR HIRING CRITERIA II: EDUCATION, TRAINING & SUPERVISION

CIRCLE YOUR RATING: 1 2 3 4 5

III. Written and Oral Communication Skills (Weighted Value - 15%)

1. Please describe your most important public speaking engagement, media responses or other communications with the public.

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_____

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2. What previous writing assignments have you composed that would prepare you for this position. (include grant writing, white papers, preparing contract deliverables, and relevant correspondence)?

_____

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_____

RATE CANDIDATE RESPONSES FOR HIRING CRITERIA III: WRITTEN & ORAL COMMUNICATION SKILLS

CIRCLE YOUR RATING: 1 2 3 4 5

IV. Leadership (Weighted Value - 20%)

1. Please describe a very difficult situation which required a team approach and your role in pulling a team together for a desired outcome.

_____

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_____

2. Describe a situation where you managed conflict a) well and b) poorly, when dealing with a) your staff b) your supervisor (or someone above you in the organizational chart).

_____

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RATE CANDIDATE RESPONSES FOR HIRING CRITERIA IV: LEADERSHIP

CIRCLE YOUR RATING: 1 2 3 4 5

V. Planning (Weighted Value – 15%)

1. What tools or techniques do you utilize to manage your day-to-day workload and track staff progress towards meeting objective?

_____

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2. What experience have you had in strategic planning? Please share how that experience has enabled program objectives in your current position.

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RATE CANDIDATE RESPONSES FOR HIRING CRITERIA V: PLANNING

CIRCLE YOUR RATING: 1 2 3 4 5