



MC PHERSON JACOBSON, LLC

EXECUTIVE RECRUITMENT & DEVELOPMENT

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## INTERVIEW/DINNER PROTOCOL

### **Informal Interview**

The dinner period prior to the interview is intended to be informal and conversational. If possible, try to seat board members so they are within conversation distance of either the interviewee or the interviewee's spouse/significant other. Keep the dinner on schedule so the interview can begin at the intended time.

### **Formal Interview**

The spouse/significant other is welcome to sit in on the interview as an observer, but keep all interview questions directed at the candidate. Seat the candidate where all board members can make easy eye contact, with the spouse/significant other seated nearby. Everyone involved in the process must work to make the candidate feel welcome and as if they are the leading person for the position.

The chair should open the interview by once again briefly introducing all board members to the candidate and give a few opening remarks to indicate the number of questions the board will be asking. The time period allowed for the interview is typically 1 hour 30 minutes to 1 hour 40 minutes, with 10 or 15 minutes available afterward for questions the candidate may have for the board. This gives the candidate a general indication of how much time is available for answering each question. These time limits are intended as a general guideline only and some interviews may run a bit longer.

The chair may then begin the interview by asking the first question. Generally, a board will choose to work around the table with each board member asking one question at a time as they work down the list.

If a candidate touches on a related area of interest, a board member may ask the candidate to please explain or elaborate on that subject in more detail.

As the interview proceeds, the chair should be generally aware of the number of questions remaining and the time available so that all questions can be addressed within the general time limits. The chair may need to mention this at some point if answers are continually using too much time.

Board members may make as many or as few notes as they wish to help them in their deliberations later. They should make certain the candidate's name is recorded on the interview form they are using. At the end of the final interviews, after the board has finished its deliberations, the chair should collect all interview/note-keeping forms from the board and send them to McPherson & Jacobson. McPherson & Jacobson will keep these for five years as proof that all interviews were conducted in the same manner with the same questions.

### **Focus Group Input**

The board chair should make certain that the earlier committee interview groups have submitted their perceptions of the day's candidate in writing for use by the board at the end of the interview process.