## Questions for Leadership interview

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| What we look for (comb ALC criteria/TT criteria):* Actively and connectively participates in the activities of a research group, department group or committee on faculty level.
* Shows leadership and direct involvement in the personal and professional development and wellbeing of members of the candidate’s own research group.
* External contacts, with businesses and/or institutes and/or active participation in outreach, maintaining by candidate self.
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### Motivation ± 3 min

1. What attracted you to the job ad?

### Criteria: career ambition ± 10 min

1. What challenges and opportunities do you think academia faces now and in the future?
	1. How does this impact your envisioned work?
	2. How would this impact your leadership style?
	3. What values are most important to you as a leader?
2. Where do you see yourself in five years’ time?

### Criteria: Performance (self-reflection & personal leadership) ± 10 min

1. Please give us an example of a situation of receiving feedback.
	1. What will you do differently next time?
	2. How will this impact your personal development plan and why?
2. What concrete results do you aim to realize when you consider yourself to be performing well?

### Criteria: Exerting influence & handling conflict ± 15 min

1. Please give a short description of your professional network and how it will benefit your academic position and your growth. What will the benefit be for our department?
2. Please describe a situation about a time you had to deal with stressful situations/disputes with colleagues or a supervisor? What did you do? What was the result? What have you learned from this experience?

### Final questions: ± 3 min

1. Do you have family accompanying you to the Netherlands? If so how do they feel about maybe moving to the Netherlands?
2. Are there things you would like to share with us that we have not asked you about?

If you are really impressed with the candidate

1. When would you be available to start this position?
2. Are you applying for positions at other institutions?

### Questions from the candidate ± 5-10 min.

## Guidelines for Vacancy lead/interviewers to explain to all candidates

Please discuss with committee members before the candidate comes in the structure of the interview, the questioning and scoring guidelines enclosed in this document.

**Start the interview on time!**

1. Welcome the candidate.
2. This interview will take max. 60 min.
3. You have prepared a pitch of 10 minutes on ….
4. After that we have 40 minutes interview.
	1. We have some fixed questions for all candidates so we can make a fair decision.
	2. We anticipate no more than a max. 2-3 minutes per question.
	3. Try to keep the answers short and to the point.
	4. Do not worry if we say we will move onto the next question. We wish to cover a range of topics in this short time span.
5. We wish to reserve approx. 5-10 min time before the end of the interview for your questions.

**End the interview on time!**

Guidelines for the interviewers

**Questioning:**

We want to reduce bias during the interview process in the way we assess the candidates and compare them with their peers. For this we have prepared a series of standard questions. We would like to ask you to present each candidate with the same type of questions and spend approximately the same time per topic. Discuss with your vacancy lead before the interview who addresses which topics. And try to maintain this pragmatically with each candidate in order to reduce bias in assessment.

**Scoring:** Write down your scores on the form during or directly after the interview. Check the sheet that the candidate's name is correct, your name is on it and the topic of the interview is correct (Research, Education or Leadership). Make sure your score sheet is filled in with 4 scores ranging from 1 to 4 per topic. You can write comments on the scoresheet during the interview. These forms will be collected, the scores will be processed, and the sheet will be returned to you with the notes for the end of day evaluation meeting.

**Do not discuss the candidate** with each other after the interview days. The first time candidates are discussed with someone else is during the evaluation meeting at the end of the day.

**Evaluation** at the meeting at the end of the day the three candidates will be discussed. You will be given back your scoring sheets. As well as an aggregated scores over all candidates. The evaluation will be per criteria to discuss the three candidates (as opposed to discussing candidate 1 completely, candidate 2 etc it will be criteria 1, criteria 2). This to minimize bias. Soft info from dinner, lunch, and labtour will be weighed if required and the information of the trail lecture will be reported in person to you as committee.

***Thanks for your participation and help in selecting our future staff!***