**EVALUATOR HIRING – Interviews**

Sample questions are provided. We will start with introductions. We can go off track from these questions as needed, but should cover the majority of the questions. In addition save some time at the end for candidate questions.

An optional scoring system may be followed. A consistent approach to scoring is preferred:

0 – No experience/did not address

1 – Limited experience/addressed points in a superficial way only

2 – Moderate experience/addressed all points expected

3 – Excellent experience/exceeded expectations with responses

|  |  |  |
| --- | --- | --- |
| **SAMPLE QUESTION** | **INTERVIEWER COMMENTS** | **SCORE: 0-3** |
| 1. What is your understanding of the goals of the XX Initiative? |  |  |
| 2. What interested you about the Evaluator job? |  |  |
| 3. Have you had experience working with Physicians and/or health authorities before? Please tell us about this experience including any challenges you may have experienced in dealing with these groups? |  |  |
| 4. Please provide a recent example of your work with evaluation frameworks; ideally, frameworks in which you had a leadership or development role. |  |  |
| 5. Please provide an example of your work collecting, analyzing and reporting data for the purposes of program evaluation. (looking for task, process, outcome) |  |  |
| 6. Please provide one example each of quantitative evaluation that you have done and qualitative evaluation that you have done? |  |  |
| 7. What are some important considerations in survey administration? (there are so many) |  |  |
| 8. Please provide an example of your work with knowledge mobilization. (clarify as needed) |  |  |
| 9. This position will require someone who can work with the Division XX teams, and with external stakeholders such as (health authority representatives, patients, government funders). Please provide an example where you needed to:   * Building relationships with stakeholders. * Persuade others to work collaboratively, cooperate or negotiate. * Successfully convince others of your point of view. * Facilitate a group (example, training) session. |  |  |
| 10. Please tell us about the ways you work effectively as part of a remote team member and provide an example when you worked in a team pursuing a common goal. (task, process, outcome) |  |  |
| 11. Tell us about a time when you made a mistake or something went awry with your work. Include the steps you undertook to rectify. |  |  |
| 12. Please tell us about a time when you delivered a successful report or presentation, what were the important elements of success? |  |  |
| 13. How would you rate your level of expertise with the following software on a scale from 1 to 10?   * Access * Microsoft Word * Excel * SPSS |  |  |
| 14. Please describe a situation where you set up an Access database to gather evaluation data? What was it, your role, and outcomes? |  |  |
| 15. The XX initiative has six strategies/projects to implement. The evaluator role is part time – how do you forsee managing evaluation activities across the projects? |  |  |
| 16. What does your availability look like, in terms of competing commitments, other contracts? |  |  |
| 17. (For out of town applicants) Although this position will allow for telecommuting, it will also require someone to be on-site or in the community. How would you manage logistics, time and costs associated with regular travel?  Do you have access to a vehicle, driver's license, insurance etc? |  |  |

COMMENTS:…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

1. Amount of time per week
   1. Will vary over time. E.g. may be more at the beginning, but will need to manage within budget
   2. Approx XX days/week, must stay within overall budget
2. Project Duration and Reporting (expect quarterly reports to Provincial) and monthly or bi-monthly to Division Board (should be overlap between the two in terms of content)
3. Wage – range of $XX-XX per hour (will manage this part of conversation based on interview)