**Interview Questions – Communications Lead**

**Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **INTERVIEWER***In preparation for the interview, please review this document.* |
| **WELCOME** * This interview is for *(clarify position they are applying for*)
* Round of introductions
* Brief overview of job responsibilities
* Clarify the work site (e.g., flexible return to work/work from home)
* Clarify that flexible work is expected, including evening meetings
* Clarify that the role will be dynamic and evolve to meet diverse project needs.
* Clarify if the position is FT/PT regular/temporary/casual

**OVERVIEW OF THE INTERVIEW PROCESS*** Includes alternating questions by interviewees and writing of answers
* Clarify that applicant can ask that the question be repeated or clarified
* Tell applicant they will have an opportunity to ask questions at the end
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| Note to interviewers: Each question has possible answers. Other answers can be accepted at the discretion of the interviewer.Take time at the end to debrief and score each response /10. |

1. **What is your understanding of the role and why does it interest you?**
2. Briefly, what is your understanding of the Division of Family Practice and Primary Care Networks initiative?
3. **What related skills and experience would you bring to this job?**
4. **Is there one thing you would like to highlight that you feel makes you the best fit for the role?**
5. **Have you worked in the health sector and/or with family physicians in primary health care?**
6. **What do you think is unique about health care communications compared to other types of communications?**
7. **If you were planning to communicate the opening of a new primary care center in Chilliwack, who would be the key stakeholders and how would you tailor the messaging to each group?**
8. Please give examples of your experience with the following:
	* **Creating a communications plan**
	* **Communicating with various stakeholder groups, using various communication mediums**
	* **Graphic design, videography, media releases, oral presentations, social media posts, policy or briefing notes**
	* **Developing/managing a budget**
	* **Monitoring the success of previous strategies**
	* **Technology/computer programs (E.g., Basecamp, MS Office, Photoshop, Adobe Creative Suite, social media, Illustrator, In Design, etc.)**
9. Describe your approach to building and maintaining relationships with colleagues and community partners.
10. **Describe a challenge that you have faced in developing messaging for community partners, or the public, a group of professionals, etc. – how did you resolve this challenge?**

1. How do you maintain your physical and mental health during times of high stress or heavy workload?

**Logistical Questions**

1. **If not currently working, why and when did you leave your last position? If currently working, why do you wish to leave your current position?**
2. **What length of commitment are you looking to make if the successful candidate?**
3. **Are you comfortable with a full-time position (1 year contract) that requires flexibility (early morning and evening meetings on a semi-regular basis)?**
4. **If successful, would you be able to travel to Chilliwack and potentially Hope/Agassiz for safe in-person activities as required?**
5. If you were the successful applicant, what do you think your orientation needs would be?
6. What are your wage expectations?
7. **When would you be available to start if successful?**
8. **Do you have any questions for us?**

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| WRAP UP |
| Thank you for coming to the interview. I will contact you to advise of the outcome of the interview * Provide date they should hear back by.
* Ask for references if applicable
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**Comments:**

**Recommendation (move to in-person interview or not?):**