



Interviewing trustee candidates

6 things to think about

- 1. Don't forget accessibility – ask about access needs before you interview and make sure you meet those needs.**
- 2. Agree a set of criteria/interview questions with your panel beforehand, with a score (eg. out of 5) for each question. This helps to ensure consistency.**
- 3. Ask candidates for specific examples to demonstrate the competencies you are looking for.**
- 4. Think about other elements an interview process can include, such as an exercise (eg. review a board paper – what questions would you ask of the chief executive?), a group discussion between candidates, opportunities to meet staff/volunteers and service users.**
- 5. Tell the candidates about your charity and its challenges (why you are looking for new trustees), discuss mutual expectations (eg. time commitment) and introduce trustee responsibilities.**
- 6. Be sure to follow up after the interview, including with unsuccessful candidates. This can often be overlooked and creates a really poor impression if not done.**