

Medical Leadership Recruitment – Interview Toolkit

The following document is designed to assist the Search and Selection Committee members with the interview process for a new leadership role (Head of Department (local), Regional Division Head). All departments may use this toolkit when proceeding through the recruitment process.

INSTRUCTIONS:

1. Select the interview questions from the list below (8-12 questions are recommended). Selected questions can be copied and pasted into the Interview Questions and Scoring table. Custom questions can also be used if desired.
2. Print a copy of the Interview Questions and Scoring table for each member of the Search and Selection committee participating in the interview.
3. Score the applicants during the interview using the scoring table provided
4. All documents used during the interview must be forwarded to the Administrative Assistant that organized the interviews for appropriate record keeping.

RECORDING THE INTERVIEW

All questions used, responses provided by the candidate, and scoring should be recorded. A template is provided attached to this guide.

NOTE: Each candidate **MUST** be asked the same set of questions.

SCORING

Candidates should be scored for each question using a 5 point scale. A guide for scoring is provided here as a reference:

Scoring Summary:
5 – Candidate demonstrates all the desired qualities, superior insight and provides excellent examples
4 – Candidate demonstrates all of the desired qualities for the position and provides good examples
3 – Candidate demonstrates most of the desired qualities and could meet the expectations of the role
2 – Candidate demonstrates some of the desired qualities and/or responses lack depth / insight
1 – Candidate does not demonstrate the desired qualities and responses / examples are poor

QUESTIONS

Depending on the nature of the vacancy, committee members might consider some of the following questions during the interview. These are sample questions only. Questions may be adapted as needed or custom questions can be used.

Introduction:

- Tell us about yourself. What initially drew you to become a _____ and why are you interested in this position?
- Can you walk us through your CV and tell us about your most relevant clinical experiences?
- What skill set will you bring to this role?
- Tell us why you're interested in working in BC / Fraser Health.

Role and FHA Knowledge:

- What is your understanding of the Regional Medical Staff structure in FHA and how a Regional Department of _____ manages members over a number of hospital sites?
- What is your understanding of the roles and responsibilities of a [Head of Department (Local) / Regional Division Head]?
- What do you see as the two most important priorities for the Regional Department and the department at your site?

Leadership:

- Can you tell us about prior medical leadership positions you've held? What accomplishments are you proud of in those roles?
- Tell us about a time when you accomplished something significant that wouldn't have happened if you had not been there to make it happen.
- What would you say has been your greatest accomplishment from an administrative / leadership perspective?
- Tell us about a time when you were able to step into a situation, take charge, muster support and achieve good results.
- What are the three most important attributes of a successful leader? How have you demonstrated them in the past? What might they identify as an area of improvement in your role as a leader?
- How would your colleagues describe your leadership strengths? What might they identify as an area of weakness in your role as a leader?

Communication:

- Tell us about a time that you had to convey a difficult message to a colleague. How was that received and would you have said/done anything differently?
- Please identify an example in your professional life where you have been in a situation of significant conflict. How did you resolve the situation including mistakes you may have made? What have you learned and how this will change your response in the future?
- Describe for us a situation where you persuaded team members to do things your way. What was the effect?

Initiative and follow-through:

- What types of quality improvement and patient safety activities will you establish for the local members of the Regional Department and how will these align with the mandate of the Regional Department in this regard?
- Tell us about a time when you used your political influence to push an initiative that you really believed in.
- Tell us about a situation that you had significant impact on because of your follow-through.

Team Work and Collaboration

- Fostering collaborative working relationships are critical to success for a Head of Department (Local). Who do you see as the Department main key stakeholders? What is your plan to go about establishing these relationships?
- As a Head of Department (Local) in _____, how do you see relating to the Primary Care Program leaders and staff at or in the catchment of your site?
- Tell us about a time that you were involved in a multi-disciplinary initiative. What was your role? How did you balance your own priorities with those of other stakeholders?
- How would other health professionals in your current team describe you and your work?
- Tell us about a difficult situation you faced with a colleague? How did you handle it and would you say/do anything differently next time?

Self-Awareness and Stress:

- What are your greatest strengths? How about weaknesses? How do you mitigate your weaknesses?
- The addition of a leadership role to a busy clinical schedule can be challenging. Tell us how you plan to maintain balance in your roles and personal life?
- How do you organize and prioritize your clinical work to ensure success on any given day?
- What do you do to gauge your own stress level? How do you ensure you don't burn-out?
- What do you do to maintain work-life balance?

Conclusion:

- Is there anything you would like to add or tell us about yourself that we have not asked you today?
- Do you have any questions for us?
- Is there anything you would like to know about the role / department / site / working in FHA?

Thank you for using this guide. Best of luck with your interview process!

Medical Leadership Recruitment – Interview Questions and Scoring

CANDIDATE: _____ INTERVIEWER: _____ DATE: _____

Question	Applicant's Response	Score

NOTE: All Medical Staff interview records should be sent to the AA responsible for arranging the interviews so that they can be appropriately filed.

Medical Leadership Recruitment – Interview Questions and Scoring

Question	Applicant's Response	Score

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Question	Applicant's Response	Score
TOTAL SCORE		

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