**GLLP *Country name***

**Interview guide for mentors**

This interview guide is meant to provide a structured guide to conduct interviews for potential mentors. The guide is written for an interviewer panel of 3 interviewers but can be adapted. The technical questions for the interview should be chosen from the discussion sections of the modules the interviewee is interested in serving as a mentor. The interview guide should be used along with the mentor selection checklist to evaluate potential candidates.

**Introduction (3 min)**

**Lead Interviewer**: Hello my name is \_\_\_\_\_\_\_\_\_ and I will be conducting your interview for a GLLP mentor position today (*allow all interviewers introduce themselves)*. Thank you for taking the time to come in for this interview. The interview will take around 30 minutes total. Do you have any questions before we get started?

Notes:

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**Q&A (20 min)**

**Lead Interviewer:** To begin…

**(choose one of the questions below):**

* Please describe how your knowledge, skills, and abilities relative to health laboratory practice and how they will assist you in being a mentor for GLLP.
* Although we have your resume, please briefly describe yourself and your experience for us.
* Please elaborate on your motivation for applying to be a GLLP mentor.

Notes:

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**Interviewer 2: T**hank you. For our next question could you…

**(choose one of the teambuilding questions below)**

* Give us an example of when you contributed to creating and encouraging climate of teamwork and collaboration across the organization you were working for.
* Give us an example when you encouraged others to take responsibility for their performance.
* If a team member was disengaged, what would you do to motivate them?
* If you and a team member disagree about how to proceed with a team project, how do you come to a decision?

Notes:

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**Interviewer 3: T**hank you. For our next question could you…

**(choose another one of the mentorship questions below)**

* Give us an example of how you aided the professional growth of your employees.
* Can you tell us about a time when you demonstrated leadership within the workplace?
* How will your work and experience help GLLP participants develop as laboratory leaders?

Notes:

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**Interviewer 3:** Thank for your response. Now could you please provide…

**(choose one of the organizational questions below)**

* An example when you had to organize your schedule/work in order to avoid conflicting agendas.
* An example of when you were juggling multiple deadlines. How did you make decisions about work priorities?
* An example of a time when you faced with an ethical dilemma in the workplace. What was the situation? What actions did you take? What was the result?

Notes:

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**Conclusion (5 min)**

**Interviewer 3:** To conclude the interview are there any questions you have for us?

Notes:

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**Lead Interviewer:** Thank you for taking the time for this interview today. We will inform you of our decision by *means of communication* in *insert time frame*. In the interim feel free to contact us at *insert information* if you have any questions we did not answer today. Have a great day and thanks again.

Notes:

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