**GLLP *Country name***

**Interview guide for participants**

This interview guide is meant to provide a structured guide to conduct interviews for potential participants. The guide is written for an interviewer panel of 3 interviewers but can be adapted. The interview guide should be used along with the participant selection checklist to evaluate potential candidates.

**Introduction** **(2 minutes)**

**Lead Interviewer**: Hello my name is \_\_\_\_\_\_\_\_\_ and I will be conducting your interview for a GLLP participant 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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**Lead Interviewer:**  To begin although we have your resume, please briefly describe yourself and your work experience for us.

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**Q&A (20 min)**

**Interviewer 2:**Excellent thank you. For our next question could you please describe how your knowledge, skills, and abilities relate to public health laboratory practice and how they will assist you in being a GLLP participant.

Notes:

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**Interviewer 3**: Now we would like to learn a little bit more about your leadership and management experience. Can you tell us…

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

* About a time when you demonstrated leadership qualities in your current job?
* What sort of leader would your employees describe you as?
* What is the most significant change you brought to an organization?
* What skills do you think are most important for a leader?

Give an example(s) of how you were able to delegate responsibilities?

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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Interviewer 2: We would also like to know…

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

* An example of when you boosted team moral to complete a difficult task?
* How you encourage the professional development of your employees?

Notes:

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**Interviewer 3:**Thank for your response. We would now like to get an idea of why participating in the GLLP will be helpful to you. Could you elaborate on….

**(Choose one of the motivation for GLLP participation questions below)**

* How you will apply skills and knowledge gained through the GLLP to your current job?

Notes:

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**Conclusion (3 min)**

**Interviewer 2:**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 *time frame*. In the interim feel free to contact us at *contact information* if you have any questions we did not answer today. Have a great day and thanks again.

Notes:

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