**GLLP *Country name***

**Interview guide for instructors**

This interview guide is meant to provide a structured guide to conduct interviews for potential instructors. 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 topics the interviewee is interested in serving as an instructor for. The interview guide should be used along with the instructor selection checklist to evaluate potential candidates.

**Introduction (5 min)**

**Lead Interviewer**: Hello my name is *interview name* and I will be conducting your interview for a GLLP instructor position today (*allow all interviewers introduce themselves)*. Thank you for taking the time to come in for this interview. The interview will take around 90 minutes total and will consist of your prepared presentation followed by a Q &A session. To confirm are these *list topics* the topics you would be interested in instructing for the GLLP?

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**Lead Interviewer:** Do you have any questions before we get started?

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**Presentation (40 min)**

**Lead Interviewer:** We will begin with the presentation portion of the interview. You will be judged on your content, presentation skills, and engagement with the audience. To confirm is *topic* the topic you will be presenting on?

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**Lead Interviewer:** As part of the presentation portion of the interview we will give you a scenario and you must adapt your presentation to the scenario. We, the interviewers will be playing the role of training participants and you will be playing the role of educator. Once we give you the scenario you will have 15 minutes to adapt your presentation to address the specific situation. Your presentation scenario is:

**Presentation scenarios (lead interviewer chooses one scenario out of three listed below):**

1. This is your first training on the subject for the institution/organization hiring. You will need to evaluate the knowledge and expectations of your participants in order to adapt your training material to your audience.

2. One of the participants is a senior expert with specific experience on the topic and is interested in a specific focus of the training; the rest of participants have not heard about the subject.

3. You have 15 minutes to adapt your training material and come and present yourself to your participants and start your training as you would during the first meeting with your participants. The panel will play the role of your participants.

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**Lead Interviewer:** You now have 15 minutes to adapt your presentation to the chosen scenario. Please inform us when you are ready to begin the presentation.

*Give the participant up to 15 minutes to adapt their presentation. While they are preparing, assign roles that each of the interviewers will be playing and delegate one interviewer to serve as a timekeeper.*

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**Q&A (40 min)**

**Lead Interviewer:** Wonderful, thank you for your presentation! That concludes the presentation portion of the interview. We will now move on to the Q&A section. To begin...

**(chose one of the questions below)**

* Please describe how your knowledge, skills, and abilities relative to public health laboratory practice and how they will assist you in being an instructor for GLLP.
* Although we have your resume, please briefly describe yourself and your experience for us.

Notes:

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**Interviewer 2:** Excellent thank 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 of 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?

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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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**Lead Interviewer:** Okay thank you. Now we will be asking a few technical questions related to the topics you expressed interest in serving as an instructor for. Please answer these questions to the best of your ability. To begin *#1 technical question*?

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**Interviewer 2:** Thank you. Now *insert technical question #2*?

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**Conclusion (5 min)**

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

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**Lead Interviewer:** Thank you for taking the time for this interview today. We will inform you of our hiring 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.

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