

2025-01-27

### **Interview template for candidates**

Start by introducing yourself and explaining the purpose of the meeting.

At the end of the conversation, confirm that the interviewee has understood:

- What the role requires.
- The conditions for conducting union work, according to shop steward agreements.
- How much time the assignment will take.
- The opportunities for training.
- The benefits of becoming a board member - education, fun, inspiring, personal development, training, expanding contact network and knowledge of the company.

### **Note the following details:**

Nomination committee member

Date

Candidate

Contact information

The role the candidate will fulfill

Current and previous assignments on the board

### **Questions for candidates**

Which aspect of the company's operations are you most interested in?

What is your impression of the board?

What would you like to achieve as a member of the board?

What are your strengths and weaknesses?

How do you think others perceive you?

How is your network?

What do you think you can contribute to the board and the union?

How much time are you prepared to invest?

What skills do you need to develop for the role?

Are you willing to undergo the introduction and basic training for newly-elected board members?

Is there anything you would like to ask?

At the end of the interview, make sure that the candidate has a clear view of the role, as well as its requirements and development opportunities.

Explain how the recruitment process will proceed.