**Creator Profile**

Preliminary Statements:

• Thank you for your time.

• We have a list of questions we have prepared and will ask every applicant the same questions.

• We will go through each question, then give you the opportunity to ask a few questions.

• If you are ready to get started, let’s begin.

1) What is your depth of knowledge on a subject? How did you gain that knowledge?

A general understanding of several important subjects is necessary for any profession. Breadth of knowledge is important, but an applicant should also have a depth of knowledge in some specific area.  Look for work-related examples, no matter how specific, to assess whether the applicant's expertise will be useful.

2) In a past job, how specific and detailed was your job description? Was it fluid or more defined?

A majority of positions are not fully set in stone and most, if not all, job descriptions include some level of "other duties as assigned." Evaluate whether the applicant is flexible and able to accept new responsibilities. If the assignment required them to "work out of class" (such as in the public sector) did they respectfully work with management to review the position description?

3) Why is curiosity important on your job and what have you done to demonstrate your curiosity about a certain subject?

By being curious we learn and grow both personally and professionally. An inquisitive nature is important in many jobs. Consider what steps they actually took to research, review, and seek out information.

4) Could you give me an example of a project you initiated? What steps did you take to scope out the project?

Some people are able to move from idea to implementation quickly, often missing key steps in a process.  Others are better at carrying out plans. Consider the level of position and ensure that the applicant is a good fit for the level of authority they will have.

5) Could you give me an example of a time you had to take the lead on a project? How did you get others to cooperate?

Look for examples of how the applicant mobilized others. What does this say about their leadership style?  An applicant doesn't have to be in a management position to demonstrate effective leadership.  The example could be from work (preferably) or from recreation, academic, social, or volunteer roles.

6) Could you tell me about how you were entrepreneurial in a past job?

This question will reveal if the person has taken risks (hopefully calculated risks) on an opportunity.

7) How do you set your standards for excellence? Give me an example.

This question will provide a sense of the applicant's quality standards.

8) Could you give me an example of how you have had to face changes at work (new policy, change in reporting relationship, etc.). How did you respond?

Did they accept the change without hesitation, or did they ignore or suppress any feelings they had about the change? Hopefully, they were able to explore the change, try it out, do some research, or take steps to learn more about it so they could eventually commit to the change.

9) Could you give me an example of a creative project that you are proud of?

Depending on the level of creativity required of the job, look for energy and excitement about generating innovative ideas. Hopefully the applicant will not just focus on the idea, but will explain the outcome.  You may request that the applicant bring along examples of "creative" projects if appropriate.

10) What have you done to inspire people? Could you tell me about an example?

Inspiration does not come only from leaders. Look for examples of how the person positively influenced others in a motivational way.

Points to Wrap Up:

• What questions do you have for me?

• Next steps…

• Thank you for your time. We appreciate it very much.