

Interview Questions Guide for the Director of Implementation

Section 1: Instructions for using the Interview Questions Guide during the Interview

- Start by explaining the purpose of the technical and behavioral competency questions to the candidate. Let them know that the questions are designed to assess their knowledge and experience for the specific role, as well as their soft skills and personal qualities.
- Review the technical and behavioral competency requirements for the role outlined in the Table in Section 2(Left column of the table). This will help you to determine which questions to ask the candidate during the interview.
- Use the interview questions provided in Table contained in Section 2 of the template to assess the candidate's technical and behavioral competencies separately. You may ask follow-up questions or clarify any points if needed.
- Begin with the technical competency questions. These questions should focus on the candidate's technical skills and experience for the role for which they are being interviewed. Ask the candidate to provide specific examples of how they have used these tools and processes in their previous roles.
- After asking the technical competency questions, move on to the behavioral competency questions. These questions should focus on the candidate's soft skills and personal qualities, such as teamwork, initiative, adaptability, confidentiality, communication, research, and analysis. Ask the candidate to provide specific examples of how they have demonstrated these skills in previous roles.
- Use a mix of open-ended and situational questions to assess the candidate's technical and behavioral competencies. Open-ended questions allow the

candidate to provide more detailed answers, while situational questions can help to gauge the candidate's ability to handle specific scenarios.

- Take notes during the interview to record the candidate's responses to each question. This will help you to compare candidates and make an informed hiring decision.
- At the end of the interview, summarize the candidate's strengths and areas for improvement based on their responses to the technical and behavioral competency questions. This can help to guide your decision-making process and ensure that you hire the most suitable candidate for the role.
-
- At the end of the interview, thank the candidate for their time and let them know when they can expect to hear back from you regarding the hiring decision.

Section 2: Interview Questions For Director of Implementation

Interview Questions For Assessing Technical Competencies:

To assess these competency indicators	Ask these questions
● Applies project management methodologies to achieve objectives. ● Utilizes SDLC methodologies to manage software development projects. ● Executes complex projects within dynamic environments.	● Can you explain a project management methodology you have used in the past to achieve objectives? How did you apply this methodology, and what were the results? ● Can you walk me through the steps you take to manage software development projects using SDLC methodologies? How do you ensure project success while adhering to these methodologies? ● Can you describe a complex project you have executed in a dynamic environment?

• Solves problems strategically to ensure project success. • Communicates effectively to ensure project stakeholders are aligned.	What were some of the challenges you faced, and how did you overcome them? • How do you strategically approach problem-solving to ensure project success? Can you give me an example of a problem you have solved in this manner? • How do you effectively communicate with project stakeholders to ensure alignment? Can you describe a situation where you had to communicate a complex project issue to stakeholders? How did you handle the situation?
--	--

Interview Questions For Assessing Behavioral Competencies:

To assess these competency indicators	Ask these questions
• Leads and manages teams to achieve project objectives. • Performs well under pressure and meets deadlines. • Analyzes information critically to make sound decisions. • Pays attention to detail to ensure project success. • Builds and maintains relationships to support project outcomes.	• Tell me about a time when you had to lead and manage a team to achieve project objectives. How did you approach the leadership and management of the team, and what were the results? • Can you describe a situation where you had to perform well under pressure and meet a tight deadline? How did you manage the pressure and ensure successful project completion? • Tell me about a time when you had to analyze information critically to make a sound decision. What was the decision, and how did you arrive at it?

	• Can you describe a project where paying attention to detail was crucial to ensure project success? How did you ensure attention to detail was maintained throughout the project? • Tell me about a time when you had to build and maintain relationships to support project outcomes. How did you approach building and maintaining these relationships, and what were the results?
--	---