

PROFESSIONAL INTERVIEW

checklist

OBSERVATIONS

- Do people look and act happy?
- Are interactions among employees strained or effortless?
- Do people hesitate before replying to your direct questions?
- Do you see diverse people in the organization? Are they holding visible leadership positions?
- How are people with visible differences spoken about and treated?
- Are people treated differently based on their titles and positions?

QUESTIONS TO ASK

- How are employees' accomplishments celebrated?
- What are organizational practices for addressing conflicts?
- What professional development opportunities are available?
- What are the organization's best 3 features?
- In what 3 areas does the organization need to improve?
- What are recruitment and retention numbers for the unit?