**Pre-Interview assessment Questionnaire**

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# President

**University of West Alabama**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Current Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Preferred Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Preferred Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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***Note: Please complete the following assessment carefully and thoroughly. This document will serve as a “first interview” in writing should it be presented to the search committee. The document goes to the committee just as it is submitted to us. This is your story and deserves to be told as you would have it be told. As you prepare your responses, please think in terms of presenting a situation or task, the action you took to address this, and what were the results. Please talk primarily in terms of what you did, but it is always advisable to show how your leadership involved and/or affected others.***

1. **Please discuss your interest in this position and UWA. What is driving your interest at the deepest level?**
2. Characterize the condition, state, internal and external perceptions, etc… of your current and/or previous institution/organization when you began to serve in your current role. Then, contrast this with how the institution/organization has transformed and advanced as a result of your presence, skills, abilities, activities and overall leadership. As you answer, speak both in terms of your impact as the result of your personal inputs AND your impact as the result of working with and through others.
3. **Describe your leadership approach to and experience with the following topics. If you do not have experience in a particular area, please state your philosophy(ies) on how you would address it:**
	* **Student enrollment and success – including access, recruitment, retention, and student life**
	* **Building relationships with the community, including local businesses and industry**
	* **Campus relationships – Building a culture of trust and use of a shared governance model**
	* **Donor development – Cultivating and stewarding alumni and donors**
	* **Diversity, equity, and inclusion – both from the student and faculty/staff perspectives**
	* **Understanding and increasing opportunities for underserved populations**
	* **Meeting workforce demands**
	* **Capital campaigns, fundraising, and alumni relations**
	* **Recruitment of administrators, faculty, and staff**
	* **Enhancing and bolstering the overall effectiveness of faculty/staff**
	* **Elevating faculty/staff morale**
	* **Strategic Planning**
4. **In light of today’s increasingly complicated university and business environments, provide examples of how you have constructively developed, nurtured, and fortified collaborative and productive relationships among various stakeholders, (examples include, your board, the community, business leaders, donors, government leaders, and if you are from higher education - the faculty, the students, staff, employees, alumni, donors, and others) to “buy into” a common vision and plan for elevating your institution/organization and its entities.**
5. **Executive leadership today requires insight to identify future trends and forecast significant impediments/opportunities that will help determine whether an organization thrives or simply survives. Within this context, provide some of examples of insights you have evolved and subsequently translated into actionable strategies that have resulted in your institution being well positioned to be financially sound and competitive in the future. Given what you know about UWA, (and we realize this may not be comprehensive knowledge) what opportunities would you focus upon to drive successes for the university?**

**About your organization:**

* Describe the type of organization with which you currently work:
* **Describe the size/scope of your organization and your department/unit:**
* Total number of direct and indirect reports:
* Overall Budget that you manage, directly and indirectly:
* List key organizational, community committees, national organizations, etc. on which you serve and any leadership role(s) you play:

**Miscellaneous:**

* As an applicant, you understand that a thorough background check and references will be performed at the appropriate time, and with your permission. Please provide specific detail, as appropriate, to the following (ANSWER ALL):
* **Have you ever been discharged from a job?** [ ]  **Yes** [ ]  **No**

 **If “yes”, provide very specific details:**

* **Have you ever been asked to resign from a job?**  [ ]  **Yes** [ ]  **No**

**If “yes”, provide very specific details:**

* **Have you ever been offered the opportunity to resign vs. being discharged from a job?**

[ ]  **Yes** [ ]  **No**

**If “yes”, provide very specific details:**

* **Have you ever been asked to transfer from one job to another?** [ ]  **Yes** [ ]  **No**

**If “yes”, provide very specific details:**

* Describe, if applicable, any ethics complaints, professional complaints, professional inquiries, or anything of a professional or personal nature that might be revealed through a media/background check that could cause concern with your candidacy and/or serving this organization.

Statement of Truth: By submitting your application materials and this Pre-Interview Questionnaire, you are attesting to the truthfulness and completeness of the information you are providing throughout the recruitment process.

Should an offer be forthcoming, what, if any, are the impediments from a personal, family (immediate and extended), or professional perspective that may need to be addressed in order to facilitate your accepting a meaningful offer and making a move at this time?

***COMPENSATION***

***The following is for informational purposes to evaluate how your needs fit within that of the client. This information will not be shared with the search committee. The information will only be shared on a need-to-know basis with the individual(s) directly involved in formulating a meaningful offer to you, should you be selected as the finalist candidate.***

Please provide an idea of your current compensation and what your desired cash comp (base and variable), benefits, and perquisites would be for this role?