

Leadership Interview and Scoring Guide

Use the same core questions, time limit, and scoring standard for every candidate applying for the same role. Keep completed score sheets in the official chapter Drive.

Interview structure

- Two trained interviewers are recommended. One leads the conversation and one records evidence.
- Plan 25 to 30 minutes for the interview and five minutes for scoring.
- Ask all ten core questions. Ask neutral follow-up questions only when clarification is needed.
- Score independently before discussing the recommendation.
- Do not score personality, appearance, popularity, friendship, or agreement with an interviewer.

Core interview questions

1. Why do you want to serve on the PGWS Executive Board, and what responsibility do you believe comes with representing a Christ-centered sisterhood?

Evidence / notes: _____

2. How do you understand the PGWS mission, and how would your leadership help women grow in faith, purpose, sisterhood, and service?

Evidence / notes: _____

3. What experience best prepares you for the position you selected?

Evidence / notes: _____

4. Tell us about a time you followed through on an important responsibility when the work became difficult.

Evidence / notes: _____

5. How would you respond if a close friend on the board violated a deadline, policy, or conduct expectation?

Evidence / notes: _____

6. How would you handle disagreement between two board members while protecting accountability and sisterhood?

Evidence / notes: _____

7. What would you do if someone asked you to use a personal Cash App, email, password, or social-media account for chapter business?

Evidence / notes: _____

8. What does reliable communication look like when school, work, or personal responsibilities become demanding?

Evidence / notes: _____

9. Describe one realistic program or service idea that aligns with PGWS and explain how you would plan it responsibly.

Evidence / notes: _____

10. What support or training would help you succeed, and is there anything that may affect your ability to complete the full term?

Evidence / notes: _____

Five-point scoring rubric

- 5 - Exceptional: specific, mission-aligned evidence; strong judgment; clear ownership; no material concern.
- 4 - Strong: relevant evidence and sound judgment; minor development needs that training can address.
- 3 - Developing: generally aligned but examples or judgment lack depth; support plan needed.
- 2 - Concerning: weak evidence, inconsistent commitment, or a material concern requiring further review.

- 1 - Not ready: response conflicts with PGWS standards, avoids responsibility, or presents a serious risk.

Score sheet

Question 1: 1 2 3 4 5 Evidence: _____

Question 2: 1 2 3 4 5 Evidence: _____

Question 3: 1 2 3 4 5 Evidence: _____

Question 4: 1 2 3 4 5 Evidence: _____

Question 5: 1 2 3 4 5 Evidence: _____

Question 6: 1 2 3 4 5 Evidence: _____

Question 7: 1 2 3 4 5 Evidence: _____

Question 8: 1 2 3 4 5 Evidence: _____

Question 9: 1 2 3 4 5 Evidence: _____

Question 10: 1 2 3 4 5 Evidence: _____

TOTAL: _____ / 50

Recommended interpretation: 40-50 = Recommend; 32-39 = Recommend with development plan; 25-31 = Further review; below 25 = Do not recommend at this time.

A score does not override a serious safety, integrity, financial, anti-hazing, or conduct concern. Escalate serious concerns to PGWS Nationals before making an offer.

Final recommendation

Candidate: _____ Position: _____

☐ Recommend ☐ Recommend with development plan ☐ Further review ☐ Do not recommend

Primary strengths: _____

Required support or conditions: _____

Interviewers: _____ Date: _____