

# Consultant Interview Guide

In an effort to simplify the Arizona Together for Impact funding process for the nonprofit organization, this Consultant Interview Guide (CIG) can be utilized in conjunction with the nonprofit's consultant selection process and should be modified as required.

SECTION 1: CONSULTANT INFORMATION	
CONSULTANT NAME	
COMPANY NAME	
CONSULTANT PHONE	
CONSULTANT EMAIL	
WEBSITE	

SECTION 2: PROJECT OBJECTIVE	
PROJECT PHASE	<input type="checkbox"/> ASSESSMENT <input type="checkbox"/> DESIGN <input type="checkbox"/> IMPLEMENTATION
PROVIDE A SHORT PROJECT DESCRIPTION SUMMARIZING THE DESIRED OUTCOME(S)	

SECTION 3: CONSULTANT DESIRED AREAS OF EXPERTISE (CHECK AREAS MOST RELEVANT TO YOUR PROJECT)	
<input type="checkbox"/> STRATEGIC PLANNING <input type="checkbox"/> STRATEGIC PARTNERSHIP EXPLORATION <input type="checkbox"/> STRATEGIC PARTNERSHIP INTEGRATION <input type="checkbox"/> CAPACITY BUILDING <input type="checkbox"/> FINANCIAL DUE DILIGENCE <input type="checkbox"/> LEGAL DUE DILIGENCE <input type="checkbox"/> TECHNOLOGY INTEGRATION <input type="checkbox"/> PROCESS DESIGN & INTEGRATION <input type="checkbox"/> HUMAN RESOURCE INTEGRATION <input type="checkbox"/> ORGANIZATIONAL DEVELOPMENT <input type="checkbox"/> CHANGE MANAGEMENT <input type="checkbox"/> BOARD DEVELOPMENT & GOVERNANCE <input type="checkbox"/> FUND DEVELOPMENT <input type="checkbox"/> CONTRACT NEGOTIATIONS <input type="checkbox"/> FACILITATION <input type="checkbox"/> OTHER:	

SECTION 4: CONSULTANT INTERVIEW ALIGNMENT QUESTIONS (DOCUMENT RESPONSES AND RATE ON A SCALE OF 1 (NO ALIGNMENT) TO 5 (PERFECT ALIGNMENT) FOR EACH RESPONSE)			
	INTERVIEW QUESTION	CANDIDATE RESPONSE	RATING
1.	Please provide an overview of your top three areas of expertise (Look for alignment with Section 3) .		
2.	How many years have you been providing such services? Please provide an example of each.		

3.	If the candidate responses to the above questions do not align with Section 3, inquire directly about areas of desired expertise.		
4.	If there are other members in your organization participating in this project, what are their capabilities and experiences? How would you see you them participating in this project?		
5.	What would you consider your strengths? Please provide an example.		
6.	Describe your approach to one past engagement related to a strategic partnership or other relevant experience. What were the outcomes? Lessons learned?		
7.	Why are you interested in working with nonprofits exploring or implementing strategic partnerships?		
8.	What other of your experiences would be relevant to this project?		
9.	Other questions to be added by Nonprofit.		
RATING TOTAL			

**SECTION 5: CONSULTANT EXPERIENCE QUESTIONS**

1.	List relevant work experience, last title and number of years.		
2.	List volunteer and/or nonprofit board experience, last title and number of years.		
3.	Provide post-secondary academic achievement.		
4.	Provide any relevant certifications. (i.e. NLI/Lifecycle, CPA, PMP, etc.)		

**SECTION 6: CONSULTANT REFERENCES**

	ORGANIZATION NAME	CONTACT NAME, TITLE, NUMBER & EMAIL	DESCRIPTION OF SERVICES PROVIDED (INCLUDE AREA OF EXPERTISE NOTED IN SECTION 4)
1.			
2.			
3.			