Director for Administration and Finance, WEIU TV
Candidate Telephone Interview

Candidate's name: ____________________________________________________________

Phone number: ____________________ Date/time of call: _________________________

Interviewer(s): _____________________________________________________________

1. What is it about Eastern or this position that attracted you?

2. How would you describe your style of leadership in relation to your administrative philosophy?

3. Describe your experience in providing leadership and direction regarding coordination, supervision and administration of all activities and programs in the area of accounting and finance for WEIU TV.

4. Describe how you nurture and develop good relationships between the Business Affairs area and others on campus;
   i. Business Affairs
   ii. Grants & Contracts
   iii. Auditors internal external

5. Describe your experiences in dealing with the various constituents such as faculty, students, staff and upper administration within WEIU TV.
6. Describe your experiences in dealing with external entities such as community offices and service companies.

7. What strengths would you bring to this position?

8. If placed in this position explain areas in which you might need further development and support.

9. Is there anything else you would like to add?

10. Do you have any questions for us?