

Interview Questions and Scoring Sheet

Interviewee's Name _____ Interviewed By _____

Interview Date _____ Face to Face or by phone _____

Below are the "standard" questions we will ask each interviewee. Any additional areas specifically highlighted for exploration with individual candidates on the basis of their applications (i.e. points highlighted following review of their application forms) should also be covered and appropriate notes made in the "Other points" section below.

Next to each of the "standard questions", please indicate a numeric rating on a scale from 1 to 5 (1= poor and 5= excellent) that best describes candidates effectiveness at answering the question and a brief comment explaining your choice.

	5 Excellen t	4 V. Gd.	3 Good	2 Fair	1 Poor	Comments
1. What prompted you to apply to be a "reverse mentor" to a senior manager?						
2. In terms of outcomes, what would success look like, firstly for the senior manager concerned, and secondly for yourself? What would success look like for the organisation as a whole?						
3. What might you discuss at your first meeting with your senior Learning Partner (the senior						

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manager you would be mentoring)?						
4. Describe a time when you attempted to influence the views and/or behaviour of someone more senior than you. What happened as result of you efforts? Did you learn anything in the process?						
5. Describe a situation where as aspect of your own diversity affected you (either positively or negatively)						
6. In what ways have you been involved in diversity and inclusion in your part of Reuters?						
7. What would you see as the one or two main challenges in undertaking this role, and how would you respond to them?						
8. What have you done in the past year to work on your own development and support the development of others (e.g. team members, subordinates)?						
9. At work, how do you ensure that you deliver against your various goals and priorities?						

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10. Other Points (Interviewer to note the question(s):						
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Below are some of the skills of a good “reverse mentor”. Please provide a numeric rating and comment (as above) indicating how (if at all) these skills are reflected during the interview.

Ability to discuss diversity-related topics in a forthright non-judgmental way					
5	4	3	2	1	Comments
Excellent	Very Good	Good	Fair	Poor	

Ability to give and receive feedback					
5	4	3	2	1	Comments
Excellent	Very Good	Good	Fair	Poor	

Ability to sell an idea or action					
5	4	3	2	1	Comments
Excellent	Very Good	Good	Fair	Poor	

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	5 Excellent	4 Very Good	3 Good	2 Fair	1 Poor
Overall Numeric Rating (from all sections above)					
Decision					