

Capacity Interview Toolkit

Tool #2: Interview Preparation Form

*An* ***Interview Preparation Form*** *helps the interview team prepare for and conduct an effective interview by distilling the most critical issues and concerns from their application review findings.*

*As there may not be enough time to cover everything that the team would like to address, it is important to identify priorities and ensure adequate time to address those priorities in depth.*

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# School Name:

**Critical Issues Summary**: *[Complete this section only after completing each of the following sections.]*

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| **Part & Section** | **Issue/Concern**  | **Lead Question(s)** | **Page Reference** |
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## Part 1: School Design

Overall, how would you rate the quality of these sections? *[*One *sentence summary]*

What are the primary questions that you would like to ask the applicant during the interview?

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| **Part & Section** | **Issue/Concern**  | **Lead Question(s)** | **Page Reference** |
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## Part 2: Organizational Plan

Overall, how would you rate the quality of these sections? *[*One *sentence summary]*

What are the primary questions that you would like to ask the applicant during the interview?

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| **Part & Section** | **Issue/Concern**  | **Lead Question(s)** | **Page Reference** |
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## Part 3: Financial Plan

Overall, how would you rate the applicant’s capacity to implement successfully the plan as proposed? *[*One *sentence summary]*

What are the primary questions that you would like to ask the applicant during the interview?

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| **Part & Section** | **Issue/Concern**  | **Lead Question(s)** | **Page Reference** |
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