

Capacity Interview Toolkit

Tool #3: Opening Script Template

*An* ***Opening Script Template*** *helps the interview team deliver a standardized overview to all participants to facilitate an efficient interview.*

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Good [MORNING/AFTERNOON], my name is [INSERT NAME], and I will be serving as the facilitator for your interview today.

First, let me congratulate your team for being invited to participate in this process, and thank you for dedicating your time and efforts toward creating a charter school.

As you know, it is a rigorous process to be approved to open a charter school. We thank you for committing to and engaging in this competitive process.

Please allow me to go over a few details about this interview. This interview will last up to [90 MINUTES]. We will take 5 to 10 minutes for introductions and an opening statement [OPTIONAL] from your team, approximately 70 minutes on questions regarding your application, and 10 minutes to answer your questions and discuss next steps in the process.

Interviewers have read your entire application and have developed questions so we can get more clarifying information today.

We’d like to set a few ground rules for the interview. Your team should:

* Designate a primary respondent for each question. (The primary respondent may vary depending on the topic.)
* Expect to spend two to three minutes on the initial response to a question, allowing time for follow- up.
* Feel free to ask for clarification.

We have a number of topics to cover: if we cut you off or otherwise limit your response, it is in the interest of making sure you have a chance to respond to other questions or concerns.

After the interview, we will [INSERT PROCESS STEPS HERE, SUCH AS DRAFT A RECOMMENDATION REPORT, SUBMIT A SUMMARY OF FINDINGS, ETC.] These recommendations will factor into the final decision of whether to approve your application. Let's begin with introductions, starting with the interviewers.

*After interviewer introductions:* Please introduce your team and, if you would like, give us a brief overview of your vision for the school. Kindly make sure that your introductions include what role you have played in the application process, as well as what role you intend to have if the school is approved.