

## **Executive Leadership Call to Action**

### **“Expanding Your Business Perspective and Internal Network”**

- As I look across the organization: *Who are the key executives/business influencers?*
- As I reflect on my career potential: *Who do I need to build an effective relationship with to gain additional insight and prospective on career opportunities?*

**We recommend your request for an interview can be either in person or virtually.**

**Please conduct a minimum of two executive interviews.**

**We highly recommend that you consider individuals both internally and externally.**

**Please be prepared to share a brief summary of these interviews at our virtual meeting on April 24, 2024.**

# “Expanding Your Business Perspective and Internal Network”

## Recommended Interview Questions

1. What do you see as the key values that drive this organization? How do these values shape your actions as a leader?
2. Taking into consideration the external environment and internal and organizational demands, what are the opportunities and challenges you envision for this organization in the next three to five years? What resources (business networks, etc.) do you leverage to assess future business opportunities and potential challenges?
3. Considering both the opportunities and challenges, what do you think are the required capabilities or perspectives to be effective in a leadership role? Can you give me an example that illustrates these capabilities?
4. What are two or three key competencies or characteristics of a high potential executive in this organization? What is important about these competencies / characteristics – how will it impact the business?
5. Who has had the greatest impact on your leadership style and success? Were they formal or informal mentors? (Ask them to expound as needed about who they were, what they taught them.)
6. How has your professional network contributed to your success? What was your strategy in developing your network? How has your networks evolved as your career progressed? What is your recommendation on the key relationships I need to consider?
7. What advice do you have with regard to career success/career derailment?

## **EXECUTIVE INTERVIEW ACTION EMAIL REQUEST EXAMPLE TO CONVEY THE REASON AND GOALS OF THE MEETING**

Dear

This year, I am fortunate enough to be selected to participate in the Women Unlimited ‘The FEW’ program (Forums for Executive Women). Through our ZOOM sessions, we have had group discussions and individual coaching sessions, all very relevant executive leadership training that is very well-timed for me in my development.

One of the things we have been coached/asked to do, is conduct some Executive interviews, so while I know you are extremely busy, I would love to schedule 45 minutes in the next week or so, to get your feedback and ask some questions about your leadership journey. To help make the most of our time, I have developed a list of questions to help serve as a guide – I see this as more of an open discussion but wanted a bit of structure to guide us.

If you could just reply that you would be willing/available to help me out, I will schedule our touchpoint for next week.

Thank you so much!!!

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Executive Interview Guide:

1. As your role expanded, what did you modify the most in your leadership approach to be successful?
2. What is the biggest leadership challenge you have faced moving into roles with larger scope?
3. What are the most impactful tools/approaches you use to coach others?
4. What do you do to ensure you spend adequate time on your own and your team’s development?
5. What leadership skill do you feel you have a good handle on now, that you wish you would have mastered a long time ago?
6. What leadership skill are you still working on?
7. What leadership skill will be most impactful in the future to our business?
8. Feedback on my executive presence: greatest strength, greatest OFI
9. Any other advice for me?