Interview Guide | Program and Operations

Welcome

Thank you for your continued interest in the Chan Zuckerberg Initiative. This document provides an overview of your next day of interviews. We appreciate the time you've invested in our interview process and are excited to have you meet the team!

Please review our **Candidate Journey** to learn more about CZI, our culture, and **how to prepare for a Zoom interview**. If you require additional accommodations, have questions, or need support on the day of your interviews, please contact your Recruiter or a member of the Hiring Experience team. Someone from the team will ensure you are taken care of and that your experience is smooth.

1:1 Interviews

You will meet with 4-5 of our interviewers — some potential teammates and some cross-functional team members — for 30 minutes each. You will mostly meet with one interviewer at a time but there may on occasion be an additional team member observing the interview, we use interviews to help calibrate our interviewing team. At some point during your visit, your Recruiter will meet with you to touch base.

AMA

There will also be a 30 minute "ask me anything" interview, where a member from the team will meet with you to answer any questions you might have, and have the opportunity to learn about us and our work.

Lunch & Breaks

Breaks will be scheduled after 2-3 interviews and if you're interviewing with us during the hours of 11:30am through 1:30pm we will schedule a lunch break. This will be your opportunity to take a mental break, stretch, use the bathroom, grab a snack, etc. Of course, if you need anything at any point during your interview, please let your interviewer know. Your comfort is important to us throughout your interview experience.

Questions

The questions we ask are not meant to quiz or stump you. The interviewers are interested in how you think and problem solve! We encourage you to think out loud and share your thought process along the way. If something seems unclear, we encourage you to ask clarifying questions.

You are likely to encounter the following interview types:

1. Be Daring & Humble

2. Learn Fast

3. Collaboration is the Tool

4. Staying Close to the Real Problems

5. Ownership & Leadership

6. Building for the Long Term

Be Daring & Humble
Your interviewers will like to hear about how you demonstrate curiosity about learning, understanding the gaps in your own knowledge, and how you continually seek feedback.

While you enjoy learning fast, you're not afraid of failing. You are aware of your mistakes and won't make them twice.

Learn Fast
During this conversation, your interviewer will focus on your creative approaches to solving problems. They will like to see how you think outside of the box and challenge yourself by taking calculated risks.

While you remain respectful and humble, you also practice radical candor by openly challenging ideas even when it goes against the group consensus.

Collaboration is the Tool
This conversation will focus on how you communicate with team members. Building relationships through mentorship, training, tools, and processes is essential to build consensus and resolve conflicts.

While actively collaborating, you are also respectful of team members and the team's processes.

Staying Close to the Real Problems
This is your opportunity to share your knowledge and passion for CZI with your interviewer. Tell a story. Share whether you have life experiences or perspectives that represent the mission of CZI.

While you can bring diverse perspectives, you are also empathetic of others and their points of view.

Ownership & Leadership
Your conversation will focus on how you set to be impactful through various projects and proactively identify new problems.

You are autonomous and can work through ambiguous situations. You also set direction and are dedicated to the success of your projects.

Building for the Long Term
This interview will focus on your ability to solve problems by analyzing situations and applying critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints.

You are able to break down problems and find long term solutions.

General Tips for Interviewing

Thorough Responses
It will be important for you to provide thorough answers to the interviewers' questions.

Key Accomplishments and Projects
Come up with at least three specific key accomplishments and projects. When speaking about projects, please make sure to distinguish between the group's actions and your contributions.

Silence is OK!
If you need a moment to compose yourself or think of an example, simply ask.

S.T.A.R. Method
The best format that we recommend when responding to behavioral questions is the S.T.A.R. Method.

Check your Schedule
Your interview confirmation includes who you will be meeting. We recommend you take some time to learn about your interviewers on LinkedIn.

Refresh on the Job Description
Take a look at the job description to reference the job you are interviewing for!

Prepare Questions
Come prepared with questions! Although we are interviewing you, we want to make sure that all your questions are answered.

Remember to Be Yourself
We're rooting for you to succeed, not trick you, so relax and do your best!