



### **Board of Director Communication**

Thank you for serving on John Smith's Board of Directors. I've had the pleasure of coaching John through the [AFA Leader Fellowship](#) the last 16 months. Your role in his life shines through in our conversations. I appreciate the support and development you've provided him over the life of your relationship with him and the guidance you will give moving forward.

The role of a personal board of directors is as a sounding board for growth and new ideas, to give critical feedback and champion an individual forward in life. I look forward to these roles being demonstrated through this interview. It is especially important at this juncture that we understand John's competence and accomplishments and provide valuable feedback against the tenants of this program and what will serve him well as he starts his career.

We are scheduled to conduct John's final capstone interview of the AFA Leader Fellowship virtually on (insert date). We include examples of a few behavioral interview questions to encourage John to demonstrate through his verbal responses and reference to his portfolio evidence how he's demonstrated the benchmark behaviors of this program.

**If you could send me the 2-3 questions you'd most like to ask during our time by (insert date),** I can put them together into an interview guide back out to all of you. The interview guide will assign those questions to allow the interview to flow but please feel free continue with follow-up questions if you have them.

I encourage you to review John's online ( Insert [portfolio](#) link) prior to our time together.

Finally, we will provide John feedback on his performance.

Please reach out with any questions you have between now and then.

*We will use webcams to be able to make the most of this virtual format. Please feel free to join early or at some point before to assure the technology is working for you. (insert meeting link)*