

[Parish/ Organization Name] Appendix G

Modify this form to meet the needs of your parish - most congregations will simplify this form considerably.

Screening in Faith

SUGGESTED INTERVIEW QUESTIONS & FORMAT

Instructions: Meet with the candidate at a mutually acceptable time in a quiet place free from interruptions. Inform the candidate that the interview will take about 20-30 minutes. Make him/her feel welcome and comfortable in the setting. Inform the candidate that you may be taking notes so that the interview is recorded as accurately as possible. Tell the candidate that a confidential file is kept on each medium and high-risk position in compliance with the screening policy and for that purpose only. She/he has access to the file and may correct any inaccuracy found there in compliance with privacy legislation. Complete this form either during the interview or immediately afterward. Only record observable behaviours and statements made by the candidate regarding their suitability. Store this record in a locked filing cabinet.

Candidate Name: _____ Position(s) of Interest _____

Interviewer(s) Name: (please print) _____

Interviewer signature: _____ Interview Date: _____

1. Tell me the reason you are offering to serve at [parish/organization] and why you are offering at this time.
2. Tell me about your journey of faith. How has that affected your decision to offer to serve?
3. What role do you think the church plays in people's lives?
4. What areas of service are you most interested in at [parish/organization] now and in the future?
5. Tell me about the experiences you have had working or volunteering (in this type of ministry).
 - a) Where? When? For how long?
 - b) Why did you leave?
 - c) What part of the experience did you particularly enjoy?
 - d) What part was a challenge to you?
6. What would your friends say about you?
7. What experience have you had with children (the elderly...)?
8. If you have never done this kind of ministry before, what has changed for you that you would apply now?

Instructions continued: Invite questions from the candidate. Discuss the application/screening process and be clear about the time line for the next step in that process. Thank the person for her/his time and interest.

Record answers and further questions or issues for follow up on the reverse side of this form.

Please place this completed document in the applicant's file in a locked filing cabinet. Record the completion of this step on the applicant's Screening Checklist Form.