

Questions to ask before the interview

Who should be involved in the hiring of this position? (Should you consider at least 1 volunteer.)

- 
- 
- 

What are two or three behavior qualities the candidate MUST have to make the cut?

- 
- 
- 

List in advance the needs of the organization, the job description, and the competencies of the position.

- See Job Description

Screening Questions (if contacting references):

*Ask open-end questions and listen very carefully to the answers.*

- How successful do you think this person was in their role?
- What do you think the strengths and weaknesses of this person are?
- How high of a recommendation would you give this person?
- Would you hire them again?

Interview Questions:

*Ask open-ended questions.*

*Ask questions that provoke conversations.*

*Ask the same question three times throughout the interview.*

*Ask questions about their answers.*

Candidate: \_\_\_\_\_

Date: \_\_\_\_\_

- Why did you decide to apply for this position?
  
- What interests you about it?
  
- Describe this position in your own words.
  
- What strengths do you bring?
  
- As you look over the job description, what parts of it excite you?
  - What areas might challenge you (ie out of your comfort zone)?
  
  - In what areas would you like some strong support from us until you gain more experience?
  
- Describe to me your last position.
  - What did you like about it?
  
  - What did you find challenging?

- What kind of management experience have you had?
- Describe to me a time you had to oversee other people?
  - What was most rewarding from that experience?
  - What was the most challenging?
- In the past, as you've worked with colleagues and people who have reported to you, in what ways have you motivated them to perform at their best?
- What experience have you had working with volunteers: recruitment, training, overseeing, etc.?
- When a group of people work closely together, it is inevitable that conflicts arise. Tell me about the most serious disagreement you have had with a co-worker.
  - When did this happen?
  - How did you attempt to resolve the problem?
  - What was your co-worker's reaction?
  - How was the situation resolved?
  - What is your relationship with that person today?
- Tell me a little about your faith journey.
  - At this point, what do you find to be most challenging in your faith life?
- What do you do for your personal growth?
- What keeps you energized? How do you recharge your battery?
- How do you feel about your place of Worship becoming your place of employment?

- How will you balance that?
  
- What ministry experience do you have?
  
- Hope has a significant gay and lesbian community in the congregation that feels welcome and safe. Even still, our congregation has always taught that sex belongs between a man and a woman in marriage. While we don't "check people's credentials" as they come into our congregation, we do ask all teachers and leaders to uphold our teaching positions, including our understanding of what the Bible teaches about sexuality. Would you be able to defend Hope's position?
  
- In handling information that is confidential, there are often circumstances where we feel it would be okay or right to share the information with others. Tell me/us about a time when you felt it was right to share confidential information.
  
- How do you hold people accountable personally and professionally?
  
- How do you handle multiple tasks of equally high importance?
  - When managing multiple tasks, how do you ensure that each is accomplished?
  
  - What do you do when overloaded and stressed?
  
- When work pressures have piled up in the past, how have you managed your work and your personal life?
  - What steps have you taken to keep healthy boundaries in such situations?

- Describe a situation in the past where you've had to demonstrate initiative and be able to work without close supervision. What was most rewarding about that situation? What was most challenging?
  
- Have you ever had a situation at work where your values or ethics were challenged? If so, what was your response? (If not, what would you do?)
  
- Describe a situation where you had to tell someone what they needed to hear, not what they wanted to hear.
  - How did you prepare for it?
  
- Is there anything we haven't specifically asked you about that you would like to share with us?