

Safe Environment Interview
St. Francis of Assisi Catholic Community
Frisco, Texas

Name _____

Date of Interview _____

Interviewer _____

Interviewing the prospective applicant will give you an opportunity to stimulate an open dialog. It is important that he or she be allowed to answer questions completely. If he or she is vague with an answer, pursue the question further until you receive a satisfactory answer. Your objective is to determine the motives behind why an individual wants to volunteer at St. Francis. Questions can help identify traits that don't fit the needs of the position. Asking questions, making accurate notes in the space provided below each question will enable you to screen out unqualified candidates in the early stages. The following are some sample questions you can ask the candidate. Every situation is different. With some applicants, many of these questions may not be applicable (e.g. you already know what their personality is like or they have already told you their past volunteer experiences). On the other hand, you may want to add questions that are not listed below that would assist you in making a more informed judgment on the qualifications of the candidate.

Questions:

- 1) Tell me about yourself. Describe your personality.

- 2) What ministry (ies) are you interested in and why have you responded to the call of this ministry.

- 3) What are some of your applicable experiences? Have you worked or volunteered for other organizations? If so, what are they?

- 4) How do you deal with stress? What makes you angry?

5) What are your strengths? What are your weaknesses?

6) Describe your religious background.

If working with children/ youth or vulnerable adults:

7) Why do you want to work with children?

8) What do you consider acceptable discipline?

9) Do you relate as well with adults as you do with children? Why or why not?

10) What would you do if a child told you a secret?

Interviewer Notes

Do you feel the person is qualified for the position?

Are there any concerns that you have about the person?

Any other comments

Interviewer Signature

Date