

## Tips for Safe Environment Interview

Interviewing is a method used to access a person's skills, interest, concerns and commitment to the job. Through the interview process it is possible to learn if a person meets the needs of the parish and can commit themselves to the goals of the parish.

It is important for the interviewer to:

1. Know the ministry the volunteer is applying for, the various tasks and responsibilities the ministry entails, the time commitment required, the satisfaction of the ministry, the systems of support available and qualifications necessary.
2. Put the candidate at ease. The interviewer must let them know he/she is interested in them as a person and that he/she cares about their needs and goals.
3. Encourage the candidates to talk about themselves and their previous volunteer experiences and their interest, skills as well as their goals.
4. Determine their involvement in other organizations.
5. Obtain enough information and personal data to be able to determine if the candidate's interest and qualifications match those needed for the ministry, For example: Why is the candidate interested in ministering? Why is he/she interested in working with children?
6. Be specific about the various tasks and responsibilities entailed in the job, about children, expectations, time commitments, and job satisfaction.
7. Encourage the candidate's questions about ministering, the parish and the ministry in which they have expressed interest.

### Interviewing Guidelines

1. Try to determine the volunteer's needs and motivations for volunteering.
2. Review the job descriptions. Does the prospect understand the responsibilities of the assignments?
3. Describe the training that will be offered.
4. Be honest about how much time the job will take. Help the prospect to see what contributions and personal satisfactions can be gained from the job.
5. Find out the candidate's interest and skills and show how these can relate to ministering.
6. Encourage the candidate to ask questions.
7. Look for enthusiasm, friendliness, flexibility, and leadership skills in the candidate. How much time can the candidate give to the job?
8. If time permits, invite the candidate to observe the ministry to which they are applying.
9. If you are unsure of the candidate's interest, do not offer the job. Give the person time to think about the commitment involved in taking the job.
10. If you are convinced that this candidate should be appointed, give them the guidelines and any material associated with the ministry in which they have applied. Provide dates, times and location of training.