

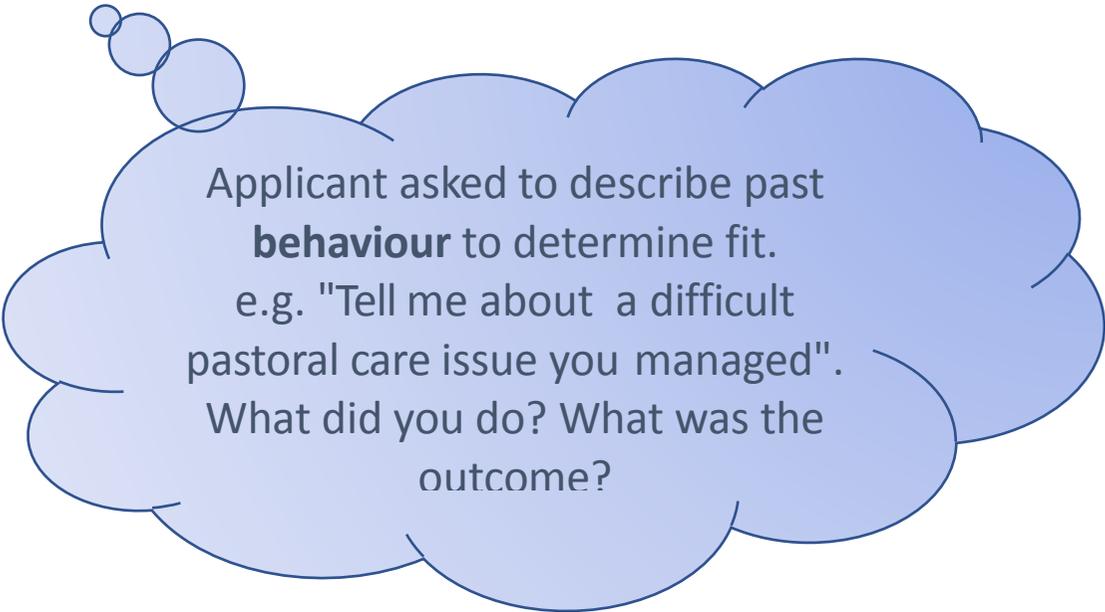
PREPARING FOR THE INTERVIEW

Assessment Criteria

Developing an Interview Guide

Questioning Techniques: Behavioural Interviewing

“Past behaviour is a predictor of future behaviour”



Applicant asked to describe past **behaviour** to determine fit.
e.g. "Tell me about a difficult pastoral care issue you managed".
What did you do? What was the outcome?

IDENTIFYING QUESTIONS

The right questions will illicit key information about the candidate

STAR: Situation, Task, Action, Result

Based on role requirements

Open questions versus leading

Identify more than you will ask

Questions for long & short list



ASSESSMENT FRAMEWORK

Competency	Assessment Options	Comments
Ministry	Observation of sermons Interview	
Strategic & Innovative Thinking	Sighting of Strategic documents Interview	
Leadership & Teamwork	360 reports Interview	
Operational Management	Interview	
People Management	Interview Psychometric testing	
Wise Living	360 reports Interview	
Interpersonal Skills	Observation during interview Observation of sermon's and service leadership	

Remember to cover the assessment criteria in your reference checking also.

SAMPLE INTERVIEW GUIDE

Background Interview

Note: At the outset ensure that you are in a quiet and private environment where you will not be disturbed. Put the candidate at ease, offer them something to drink and ensure they are comfortable (i.e. not next to a heater or in front of a window in the middle of summer!). Explain the purpose, duration and structure of the interview and ask a few basic questions to build the rapport i.e.

1. Did you find us all right? How was your week; weekend?
2. What motivated you to express interest in this particular position as opposed to other roles?
3. Tell me about your journey to faith in Jesus?

BEHAVIOURAL INTERVIEW

Focus Area	Question	Response	Comments
Personal Devotion	Describe your approach to your personal devotions and personal prayer time.		
	What development areas have you identified for yourself? What action have you taken to address these needs?		
Character	When last did you have to ask someone forgiveness? How did you approach the conversation? What was the outcome?		
Conviction	Describe the most recent occasion where you explained the gospel to a person who was searching and exploring Christianity. What did you do and what was their response?		
Preaching	How do you prepare for your sermons?		
	Describe how you went about preparing for your most recent sermon. What sort of feedback did you get?		
Evangelism	Who are the non-Christians you currently praying for/ following up? How do you interact with them?		
Strategic & Innovative Thinking	Describe a good idea which you conceived and subsequently implemented at___?		
	Describe your previous involvement in strategic planning.		

BEHAVIOURAL INTERVIEW

Focus Area	Question	Response	Comments
Leadership & Teamwork	Describe your leadership style.		
	How have you developed and cultivated teamwork in previous teams you've led?		
Operational Management	What processes have you put in place or practices adopted to measure progress for key ministry projects?		
	What constitutes a priority for you in any given day/week or month?		
	What mechanisms do you use to ensure things don't slip through the cracks and that deadlines are not missed?		
People Management	How have you assessed whether the members of your team achieved success and clear outcomes?		
	Describe a time where you had to confront a problem with a team member or a lay person. What did you do? What was the outcome?		
Interpersonal Skills	Describe a situation where you were misunderstood? What happened as a result?		
	<i>(Maintaining confidentiality)</i> Describe the most challenging and complex pastoral care issue you had to deal with? What did you do in this situation? What was the outcome?		