



# Interview

Parish/ School \_\_\_\_\_

City \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

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 work or volunteer in the Diocese of Dallas. Questions can help identify traits that don't fit the needs of the position. Asking questions, keeping accurate notes and sharing your concerns with other interviewers, will enable you to screen-out unqualified candidates in the early stages.

## Notes

\* Tell me about yourself

(This begins the interview with less threatening, open-ended questions. It allows the candidate some control in what he/she wants to share. They often reveal information in response to this question that you could not or would not think to ask.)

\* What are your experiences? Have you worked or volunteered for other organizations?

(Watch for adults whose lives seem to revolve around spending time with children.)

\* What do you do in your spare(leisure) time? What are your hobbies or interests?

(Watch for those who prefer to spend their free time with children and those whose hobbies are more appealing to children than they are to most adults (I.e., video games, photography, models, magic, etc.)

\* How do you tend to deal with stress?

(Can the candidate recognize when they are under stress? Do they have a plan for dealing with it? Is it acceptable?)

\* What are your strengths? What are your weaknesses?

\* What makes you angry?

\* Describe your personality.

\* Describe your religious background.