



# Safe Church, Safe Communities

## Sample Interview Questions

This document contains sample questions that may be used by parishes and organizations of the Episcopal Diocese of Pittsburgh when interviewing prospective employees and volunteers, particularly those whose work could involve contact with children and youth or vulnerable adults. For details about such interviews, see the diocesan *Policy for the Protection of Children and Youth*, the *Policy for the Protection of Vulnerable Adults*, or the equivalent policy of the congregation or organization concerned.

The list of questions below is not intended to be mandatory or exhaustive but contains examples of the types of questions that may be helpful. Interview questions should be selected and customized to fit the particular context in which a prospective employee or volunteer would be working.

The person conducting the interview should keep written notes of the questions he or she asks and a summary of the interviewee's responses. The notes should then be filed with the interviewee's application form.

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### *Questions that further explore topics raised on the application form*

*[It will usually be useful to ask all three of these questions so as to allow applicants to expand on the answers they gave on their application forms.]*

- Why would you like to work/volunteer for this organization?
- What interests you about this particular position?
- What experience do you have working with children/youth/vulnerable adults?

### *Questions that serve to broaden and deepen the conversation*

*[The interviewer will usually select (or create) between three and five questions in this category.]*

- Do you have any experience working with children/adults with special needs?
- Can you give an example of another role that you have had that involved responsibilities that were similar to those you would have in this position?

- Can you describe a time when you had to handle a challenging situation with a child/youth/vulnerable adult?
- How do you typically resolve conflict—with supervisors, peers, or those whom you are helping?
- What are some specific tasks that you enjoy doing with children/youth/vulnerable adults?
- What are some tasks that you would prefer not to do with children/youth/vulnerable adults?
- In what way (if any) do you think your approach to this work may be affected by your personal faith or by the faith of the community that sponsors it?
- What is your favorite way to distract participants if they need to wait 5-10 minutes before the next activity (for example, when they are ready for lunch, but the food is not)?
- If you become a volunteer in this ministry, what would you need from me/the leadership for you to succeed and feel fulfilled?

### *Final questions*

*[It is best practice to conclude with both of these questions.]*

- As we consider you for this position, is there anything that you think we should know about you that has not come up either on the Application Form you submitted or during our conversation today?
- Do you have any questions or concerns that we may be able to answer for you?