

Modify this form to meet the needs of your parish - most congregations will simplify this form considerably.

Screening in Faith

SCREENING REFERENCE INTERVIEW QUESTIONS FORM

Instructions: Record each reference phone call on a separate copy of this form. Use the back of the form or an additional page as required to record the following information. Note on the front page the number of sheets used. If this referee is unable/ unwilling to provide enough information to allow you to make a reasonable assessment of the applicant's suitability, the applicant must supply a substitute referee for you to contact.

Hello, my name is _____ and I am calling on behalf of [parish/organization]. [Name of applicant] is applying for a ministry position and your name was provided as a reference. Do you have a few minutes to answer some questions now? Permit me to describe the ministry position that we are discussing so that you can make an informed decision. [Give a brief ministry description, but be certain that the person understands the responsibilities associated with the position. Do not omit or rush through this part]. Your input is a critical part of the screening process and I appreciate your time.

Name of Referee: _____ Name of Applicant: _____

1. How long have you known [the applicant]? _____ years. In what capacity? _____
2. How well would you say you know this person? _____
3. Have you seen [applicant] in a ministry similar to the one I just described? If so, what are her/his: Strengths? Weaknesses?
4. This ministry requires a mature, prudent person of faith who is honest, dependable and emotionally healthy. I am going to read a list of traits. Please comment, if you can, on how much or little the individual exhibits these traits and an example of this behaviour?

Trait	Has	Has not	Example
Honesty			
Reliability			
Respect for others			
Emotional stability			
Confidentiality			

5. How would you feel about having _____ minister on a one-on-one basis with your child or elderly parishioner/friend/parent?
6. Is there anything you feel we should be aware of in accepting this person into this position?
7. Are you aware of any characteristics of this applicant that would raise questions about his/her ability to work well in this ministry?
8. To the best of your knowledge, has this person ever been convicted of any criminal offence for which a pardon has not been granted or has he/she been subject to disciplinary action for sexual misconduct?
9. Would you have any reservations recommending this person for this position?

Close the interview by thanking the person for their time and assistance.

Interviewer's signature

Date

Please place this completed document in the applicant's file in a locked filing cabinet. Record the completion of this step on the applicant's Screening Checklist Form.