

# INTERVIEW QUESTION GUIDE

## INTRODUCTION

Introduce interview team to applicant and build a connection.

### Questions:

- Will you share your story of grace and tell the team a bit about yourself?

## TRANSITION #1: ESTABLISHING SPIRITUAL TRUST

Spiritual trust means an individual is keeping their relationship with Jesus as the number one priority and continuously seeking to grow as a fully devoted follower of Christ through a commitment to abiding daily, being passionate about prayer, and consistently sharing their faith.

### Questions:

- Ask diagnostic questions to confirm the applicant's trust in Christ:
  - If you were to die today, on a scale of 1 to 10 with 10 being the most positive, how sure are you that you would go to heaven?
  - Why do you believe you would/would not go to heaven?
- What are you currently reading in your Bible?
- Where are you currently serving?

## TRANSITION #2: ESTABLISHING PROFESSIONAL TRUST

Professional trust means an individual takes their job seriously, has the skills necessary to complete the job with excellence, can work with relatively low supervision, takes ownership of their responsibilities, and gets stuff done.

### Questions:

- Why you are interested in employment at this church, and in this particular role?
- What part of the job description interested you? Which required skills do you believe you would enjoy using?
- What are your spiritual gifts? How can you utilize them in this role?
- What professional accomplishments are you most proud of, and why?
- What is your greatest professional strength, and how have you used it to overcome a challenge in your career?
- Give a snapshot into your day.
- What are some of the tasks and responsibilities you handle daily, weekly, monthly, and quarterly?

- Which do you enjoy more: creating a vision or implementing someone else's vision? Why?
- Tell us about a time when you missed an important deadline or dropped the ball at work. How was the situation rectified?
- Describe a time when you were charged with leading a team of people.
- What is your own time management philosophy, and how does that look in a typical workday?
- How do you typically react to last-minute changes? Can you give us an example of when you have had to be flexible in a working environment?
- When was the last time you were overwhelmed at work, and how did you respond?
- Tell us about the best boss you have worked for, or a boss that you did not work well with. What characteristics made them either a good or bad fit for you in a working environment?
- Describe your verbal and/or written communication skills, and how you've had to use them to get a point across in a working environment.

### **TRANSITION #3: ESTABLISHING RELATIONAL TRUST**

Relational trust means an individual will work hard to ensure all interpersonal relationships are strong, healthy, and growing.

#### **Questions:**

- Tell us about a recent time when you had to biblically resolve conflict. This may be either you approaching another in love about an issue, or you being corrected.
  - How did the situation resolve, and is there any outstanding tension between you and the other party?
- Is there anything in your life, if were to come to light, that would surprise us, embarrass you, or discredit our ministry?

### **CONCLUSION/FUN**

Explore more about their aspirations, gifting, and personality type.

#### **Questions:**

- What's the most adventurous or risky thing you've ever done?
- What do you like to do for fun?
- What is your dream job, regardless of this position?
- What questions do you have for us?