

INTERVIEWING NOTES AND SAMPLE QUESTIONS:

Pre-Interview

1. Pray for discernment
2. Review the resume, make notes of questions related to the application.
3. If this is a “final” interview, make a few contacts of references prior to the interview.

Sample Interview Questions

1. Describe the characteristics of the best supervisor you have ever had. What was your favorite supervisor like?
2. Tell me about your current role...
3. Managing your workload is critical to this job. Can you give me an example of when you had to manage your workload to meet conflicting deadlines?
4. Describe your least-favorite supervisor. What did they do that made them less effective?
5. What do you know about SAGU and this department?
6. Why do you want to work at SAGU?
7. What accomplishment has given you the greatest sense of fulfillment?
8. This is a sacred place, but much of the work is secular in nature. Discuss how you would reconcile this issue. Is working in Finaid at SAGU different than working in Finaid at U.T.?
9. Are you familiar with Microsoft Office products? Describe a project you completed using one of these programs.
10. Give me an example of a situation that causes you to feel stress.
11. Describe the working environment that would result in your best work being produced.
12. As your supervisor, what would be the best way for me to correct a mistake you have made?

Post-Interview, but before they leave

1. By the way, if I ran into your current supervisor at a social function, what one sentence would they use to describe you?
2. I have a computer set up for you at a desk in the office next door. Before you leave, I would like for you to prepare a set of minutes of this interview that we have just completed.

Post-Interview

1. Pray again for discernment, understanding and direction.
2. Allow some time before making your final decision. Let the “wow” effect from someone who interviews well wear down a bit.
3. Be sure that the type of supervision this person apparently thrives under is the type of supervision you are comfortable giving and are committed to for the long-term.
4. Ask yourself, “If this turned sour, could I fire this person?” If the answer is “no” there is a problem with the employee/employer relationship already!
5. Does this applicant really share our vision of ministry or are they just looking for a job? From my personal perspective, in most of our job openings, we are not looking for someone to do a task as much as we are looking for someone to be a part of a ministry team.

Overall Do’s and Don’ts

Do not make any comments that could be construed as a commitment to future raises or to an annual pay.

Do give the applicant a realistic expectation of the job.

Don’t say you will do anything that you don’t have an absolute commitment to follow through with.

Do not hire someone who is really not what you were looking for, but you felt pressure to fill the position quickly. Hire a temporary if necessary, but for the permanent hire, be patient and wait for the right person.