

# Interviewing a Possible Candidate

1. Do they have a *Whatever It Takes* attitude?
  - a. A track record of effectiveness
  - b. A strong work ethic
  - c. Can handle failure; able to recover
  - d. A team player; appropriate ego
  - e. A teachable spirit; able to learn and grow; able to be coached
  
2. Do they understand clearly the expectations?
  - a. Raise the bar early in the process; see how they respond.
  - b. Make it clear what you expect; be realistic and honest.
  - c. Do they like challenges, or do they shrink back?
  - d. Do they know how to grow a ministry?
  
3. Are they an emerging leader, a diamond in the rough with a fire in the heart?
  - a. They could already be in our church.
  - b. They could be at a smaller church and in need of an opportunity.
  - c. It could be someone who is already on our staff.
  
4. Design an intentional interview process.
  - a. Conduct multiple interviews by multiple people, including appropriate representatives
    - i. An initial 30 to 45 minute phone interview
    - ii. Next, a 4 to 5 hour face-to-face interview
    - iii. Share a meal together as couples, including the Sr Pastor, key staff, and possible staff support team chairperson in a supportive role.
  - b. Interview the spouse of the possible candidate.
  - c. Have the candidate complete a personal questionnaire.
  - d. Contact references.
    - i. Use a “Reference Release Form”
    - ii. The last reference may be the current immediate supervisor or personnel chairperson
    - iii. Conduct a personality profile, such as John Trent’s *Leading From Your Strengths* (available online)
  - e. Talk with their most recent employers.
  - f. Conduct a credit check.
    - i. Use an “Authorization for Release of Credit and Legal Information”

5. Pay attention to the 5 C's
  - a. Character
    - i. Integrity
    - ii. Responsibility
    - iii. History of keeping promises
  - b. Competence -- skills that fit the level of leadership expected
  - c. Coachability
    - i. Can they take criticism, or do they moap?
    - ii. Can you talk with them?
  - d. Courage
    - i. The ability to make difficult decisions
    - ii. Ask them to tell you about one
  - e. Chemistry – would you take a vacation with them?
  
6. Are you willing to invest in their on-going development and help train them for excellence?
  - a. Books to read
  - b. Retreats
  - c. Development days
  - d. Conferences, workshops, seminars