

# Interviewer Report

## St. Paul Lutheran Church, Mount Vernon, Iowa

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### Instructions

1. Begin your interview by introducing yourselves and asking the interviewee to introduce them self.
  2. Check to be sure that everything on the application has been completed. Remind them that the information will be kept confidential, but that a background check will be run (if they are over the age of 18).
  3. Ask for clarification on their references (i.e., what is the relationship?). Check that we may still contact their references.
  4. If there are any “yes” responses on page two of the application, ask for an explanation.
  5. Ask the person some of the following questions:
    - a. What is your favorite thing about St. Paul Lutheran?
    - b. Tell us about your family.
    - c. How do you take care of yourself spiritually?
    - d. What gifts has God given you for serving at St. Paul Lutheran?
    - e. Why do you want to work with children?
    - f. Are there any situations or concerns that you feel would hinder or affect your ability to serve in ministry or with children that you feel are important to share? Please explain.
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- Watch for any red flags.
  - Complete the interviewer sheet.
  - Turn in all forms and interview sheets at the end of the sessions.

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Volunteer Candidate: \_\_\_\_\_

Interview Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Agreed to Background Check?    Yes    No

Agreed to contact references?    Yes    No

Any clarification on “yes” responses from application:

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Notes regarding interview:

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Interviewer recommendation:

- Certify
- Don't certify
- Interview with Safety Committee Staff Representative

Interviewer name (printed): \_\_\_\_\_

Interviewer name (signed): \_\_\_\_\_