**Member and Volunteer Interview Guide**

***For use by Conference President or paid employee when interviewing a prospective new Member or volunteer***

**Purpose of the Interview**

Everyone who seeks to join the St Vincent de Paul Society NSW (the Society) as either a Member or a volunteer should be interviewed prior to their commencement in the role.

This allows the Society to ensure that the person is a good fit for the role, and to identify any potential risks to the applicant, the Society and people we serve. The interviewer should explain the role responsibilities and expectations and ensure both the applicant and the Society have enough information to determine the applicant’s suitability. It is better to identify that a person is unsuitable at the interview stage of the recruitment process, rather than having to address performance issues once someone has already commenced.

In the introduction section interviewers will be asking for the applicant’s motivations, which can be helpful in determining if the role and/or service is a suitable fit.

# Tips for an Effective Interview

Before you start:

* Ensure you have a private, appropriate place to conduct the interview
* Be on time.

# During the interview:

* Welcome the applicant
* Introduce yourself and explain your role in the Society
* Describe the Society and the services we provide
* Explain the role the person has applied for
* Show interest in the applicant but do not talk about yourself
* Use the form to record the responses, but do not rate the responses to the questions during the interview (as the applicant may see them). Review the responses after the interview and rate them accordingly
* Remind the candidate that non-work skills / experience, volunteering other responsibilities are relevant
* Encourage the applicant to talk but limit it if irrelevant. Your objective is to learn as much as possible about their background without being intrusive.

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| **Member and Volunteer Interview Form** |
| **Applicant Name:** | **Role Applied for:** | **Rating (circle)**(complete after the interview) |
| **Name of Interviewer/s:** | **Date:** |
| SECTION 1: QUESTIONS FOR ALL APPLICANTS |
| 1. Please tell us why you are interested in becoming a Member of or volunteering for the St Vincent de Paul Society? | Good Ok Poor |
| 2. Please tell us about the knowledge, skills and experience you would bring to this role. | Good Ok Poor |
| 3. What are some values you feel are important to you?  | Good Ok Poor |
| 4. In the Society there are people from a wide range of abilities and backgrounds, how would you work in a way that ensures that everyone is respected?  | Good Ok Poor |
| SECTION 2: PROSPECTIVE CONFERENCE MEMBERS ONLY |
| 5. Please tell me your understanding of the term confidentiality. Are there any situations where you would need to break confidentiality? | Good Ok Poor |
| 6. Can you tell me about a time where you had to follow policies and procedures? Why do you think it is important to do this, even if they seem unnecessary to your role?  | Good Ok Poor |
| SECTION 3: CHILDSAFE PRACTICE – ESSENTIAL FOR ALL APPLICANTS |
| **Explain that the St Vincent de Paul Society is a Child Safe Organisation and prioritises keeping children safe. This includes things like having background checks for everyone in the Society and strong policies around appropriate interactions with****children, as well as reporting any issues.** |
| 7. Why do you think ‘child protection’ is important? | Good Ok Poor |
| 8. What do you think are some appropriate boundaries when engaging with children? | Good Ok Poor |
| SECTION 4: MEMBERS AND VOLUNTEERS WORKING DIRECTLY WITH CHILDREN |
| 9.Why do you want to work with children? | Good Ok Poor |
| 10.Describe a time when you had to manage a child whose behaviour you found challenging? | Good Ok Poor |
| 11.Do you think that children and young people need special friends and mentors at times? How might you be a mentor without getting too close. | Good Ok Poor |
| **Ask the applicant if they have any questions** |  |
| **Note evidence of any relevant licences, certificates or qualifications** |  |

**After the Interview**

* Review the responses and rate them
* Obtain contact details for two referees
* Refer to Local Recruitment Procedure
* If three or more responses are determined to be ‘poor’ , or if you have any other concerns, please discuss the applicant with your Regional Council President, Central Council President or Regional Director and make a decision jointly, about how to respond to the applicant.