**St. Paul of the Cross Interview Guide & Evaluation Form**

Interviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This Interview Evaluation Form is to be completed by each interviewer in order to rank the candidate’s overall qualifications for the position to which they have applied. In the comments section for each question, interviewers should record specific impressions in the space provided.

**Note: Don’t score points during the interview, just record the answers.** Following the interview, each interviewer will give the candidate a numerical rating for each set of questions based on the following:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **5 - Exceptional** | **4 - Above Average** | **3 - Average** | **2 - Satisfactory** | **1 - Unsatisfactory** |

**Introduction to Candidate**: **#1 Chair** This interview may be somewhat different from other interviews you may have had in the past – this will be a team interview conducted by members of the Search Committee for St. Paul of the Cross Retreat and Conference Center. There’s only one goal here – and that’s for us to come away with enough information so we can make a recommendation to the Board about each of the candidates for the position of Director of Mission and Ministry. In order to accomplish that goal, we’ll be asking a number of questions over the next 60 to 75 minutes in order to get to know you better. With that goal in mind, are you comfortable with this type of interview format?

During the interview we’ll also be making notes of our conversation so we can refer to them after we’ve completed all interviews. At the conclusion of the interview, we’ll answer any questions you may have about the Retreat Center, the position, the board, the staff, and/or the ministerial team. Let’s get started.

**General Opening Questions:**

1. We’ve read your resume, but we’d like you to tell us why you think you’re uniquely qualified for this job. **#1**

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1. What did you do in your current (or most recent) assignment that made a difference and for which you believe you will be remembered? **#2**

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1. What is your philosophy on life? **#2** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Would you give some examples of how you live out your Catholic faith? **#2** \_\_\_\_\_\_\_\_\_\_\_\_\_

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1. What is your philosophy on Work? **#3** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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How do you express your faith at Work? **#3** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. What values do you hold most important and why? **#3** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. What is your greatest strength - and why? **#4 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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1. How do you handle criticism of your work? Give an example. **#4**

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**General Questions – Rating: 1   2   3   4   5**

**Job-Specific Goals and Experience with Strategic Plans:**

1. In your current (or most recent) position, did you set or help set annual goals for yourself?  If you did, how did you track progress against these goals?

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1. In your current (or most recent) position, did you develop or help develop a Strategic Plan for that organization? If so, please describe that experience.

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**Job-Specific Goals/Experience w/Strategic Plans – Rating: 1   2   3   4   5**

**Fiscal Management** – Must be knowledgeable regarding financial planning, budgeting and management of the organization’s financial resources.

1. With the tough economic times Detroit is facing, the budget process is very important to the financial stability of the Center. Describe your past experiences with budgets (reporting, cutting costs, building and maintaining reserves, etc.) and the budget process.

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1. To the best of your ability, share with us your vision for the budget process at the Center.

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1. What are the top 3 skills or traits required for someone to successfully oversee the financial reporting for an organization?

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**Fiscal Management – Rating: 1   2   3   4   5**

**Supervisory Responsibilities** - Supervises non-ministry lay personnel; interviews, hires, trains, & performs annual evaluations; maintains personnel records; administers benefits & salaries.

1. In your current (or most recent) position, describe your leadership approach during your first month, the next 6 months, and your first year. How would your staff have described your management style?

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1. What do you find to be is the most frustrating about leading or persuading others?

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1. If we were to ask a co-worker how they would describe you, what adjectives do you think they would use and why?

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**Supervisory Responsibilities** **– Rating: 1   2   3   4   5**

**Maintenance and Contracted Services** - Oversees maintenance and contracted services including the kitchen management service.

1. What kind of experiences have you had managing maintenance and contracted services?

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1. Please give an example of how you handled a situation when there was a major maintenance failure or a contracted service failed to deliver on time?

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**Maintenance and Contracted Services** **– Rating: 1   2   3   4   5**

**Office Functions** - Manages all office functions; coordinates and authorizes replacement of equipment.

1. Describe your proficiency with Microsoft programs and (if you have it) your experience with Raiser’s Edge software. Give specific examples.

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1. What kind of experiences have you had involving multiple projects at the same time; give an example of how you typically cope with such a situation?

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1. In your current (or most recent) position, describe what steps you’ve taken to foster the development of an effective office environment?

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**Office Functions – Rating: 1 2 3 4 5**

**Board, Committee, and Staff Relations** - Responsible for developing and maintaining a strong working relationship with and a system for sharing information with the board, committees, and staff.

1. How would you proceed if the Board adopted a policy or program you felt was inconsistent with the vision or mission of our organization?

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1. What is your personal philosophy of management and what tools, methods, and techniques would you use to direct the staff and volunteers at St. Paul?

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1. Describe your experience in working with Boards and Committees in the past.

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**Board, Committee, and Staff Relations – Rating: 1   2   3   4   5**

**Marketing and Program Development**

1. What specific thoughts or suggestions do you have about building a “repeat-customer” philosophy when it comes to any of our programs?

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1. Marketing, development, endowments, and fund raising in today’s current environment can be challenging, what specific ideas, experience and/or training do you have in these areas?

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**Marketing and Program Development – Rating: 1 2   3   4   5**

**RECOMMENDED, BUT OPTIONAL**

**Psychological Assessments**, when used properly, can have a significant impact on reducing turnover; improving employee-manager relationships; lowering stress; and increasing work ethic, productivity, customer service, and profits. Organizations that focus on doing better things, as well as doing things better, invariably use assessments that provide insights to a candidate’s core competencies; i.e., their critical thinking styles, behavioral traits, and occupational interests as well as providing individualized open-ended, behavioral-based interview questions to probe in areas where the candidate may struggle.

The PXT Select assessment is such an assessment and for purposes of brevity, only examples of individualized open-ended, behavioral-based interview questions for a candidate’s behavioral traits are shown:

1. **Pace –** Tendency to display endurance and capacity for a fast pace – the overall rate of task completion – steady versus urgent.

* Tell us about a time when you had to cope with a strict deadlines or time demands involving multiple projects and give us examples of how you coped with the effect on your ability to perform.

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* We all have to make decisions on the job about the delicate balance between personal and work objectives. When do you feel you have had to make personal sacrifices in order to get the job done?

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**Pace Rating: 1   2   3   4   5**

**2. Assertiveness** – Tendency to take charge of people and situations; expression of opinions and the need for control – unassuming versus forceful

* Tell us about a time in which you were able to be very persistent in order to reach goals; be specific.

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* How do you typically handle a situation when you have to be assertive in giving directions to others?

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**Assertiveness – Rating: 1   2   3   4   5**

1. **Sociability** - The desire for interaction with others – introvert versus extrovert

* What are some practices you’ve used to develop and maintain strong workplace relationships?

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* Tell us about a work situation that required you to be very outgoing. What was challenging and what did you enjoy about this experience?

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**Sociability Rating: 1   2   3   4   5**

1. **Conformity** - Attitude on policies and supervision – strong willed versus compliant

* Tell us about a time when you had to work with a leader you didn’t respect. How did that relationship evolve over time?

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* Describe a time when you didn’t agree with the direction a project was taking but couldn’t change it. How did you react to that situation?

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**Conformity Rating: 1   2   3   4   5**

1. **Outlook** – Anticipation of outcomes and motives skeptical versus trusting

* Describe a situation where you were asked to critique someone else’s work. How did you feel about this task and what was the outcome?

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* Tell us about a time when you were skeptical about a decision that had been made. How did you voice your concern to your colleagues?

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**Outlook Rating: 1   2   3   4   5**

**6. Decisiveness** – Uses available information to make decisions quickly – deliberate versus bold

* When a challenging decision is needed, how do you prefer to tackle the problem?

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* Describe the way you recently handled an on the job emergency.

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**Decisiveness Ranking – Rating: 1   2   3   4   5**

1. **Accommodation** – Inclination to tend to other’s needs and ideas **–** steadfast versus agreeable

* Which is more important in the workplace – disagreement or compromise? Why? Give us examples from you own experience.

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* How do you typically resolve a conflict between you and a colleague?

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**Accommodation Rating: 1   2   3   4   5**

1. **Independence** – Level of preference for instruction and guidance – reliant versus autonomous

* Tell us about a time when it was beneficial to follow a highly structured procedure in your work. In other cases, have you seen drawbacks to adhering to strict guidelines?

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* Describe a time when you received too much oversight or guidance from a colleague or supervisor. How did you manage this situation?

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**Independence Rating: 1   2   3   4   5**

**9. Judgment** – Basis for forming opinions and making decisions – intuitive versus factual

* Describe the process involved when you have to make a decision under pressure.

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* What sources of information do you typically use in reaching a decision at work?

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**Judgment – Rating: 1   2   3   4   5**

**Closing:** **Chair**

Do you have any additional questions for us before we formally close the interview – or - would you like to tell us something about yourself that you didn’t have the opportunity to tell us during the course of this interview?

We would like to thank you for your time. I know I speak for all the committee members when I say we’ve enjoyed this opportunity to get to know one another better.

The next step in our process is for our search committee to interview any additional candidates before making a recommendation to the Board of Directors. It’s our expectation we’ll have the interview process completed within the next week to 10 days. Once the Board of Directors has made a decision and an offer of employment has been both made and accepted, we will notify each of the unsuccessful candidates.

**Formal Scoring**

1. **Educational Background** - Does the candidate have the appropriate educational qualifications or training for this position? **Yes \_\_\_\_ No \_\_\_\_**

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1. **Prior Work Experience** - Has the candidate acquired similar skills or qualifications through past work experiences? **Yes \_\_\_\_ No \_\_\_\_**

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1. **Technical Qualifications/Experience** - Does the candidate have the technical skills necessary for this position? **Yes \_\_\_\_ No \_\_\_\_**

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1. **Verbal Communication** - How were the candidate's communication skills during the interview (i.e. body language, answers to questions)? **Rating: 1    2    3   4    5**

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1. **Candidate Enthusiasm** - How much interest did the candidate show in the position and the Center? **Rating: 1    2    3   4   5**

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1. **Teambuilding/Interpersonal Skills** - Did the candidate demonstrate, through their answers, good teambuilding/interpersonal skills? **Rating: 1   2    3    4   5**

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1. **Initiative** - Did the candidate demonstrate, through their answers, a high degree of initiative?

**Rating: 1   2   3   4   5**

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1. **Time Management** - Did the candidate demonstrate, through their answers, good time management skills? **Rating: 1    2   3   4   5**

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1. **Customer Service** - Did the candidate demonstrate, through their answers, a high level of customer service skills/abilities? **Rating: 1   2   3   4   5**

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1. **Overall Impression and Recommendation** - Final comments and recommendations for proceeding with the candidate. **Rating: 1   2   3   4   5**

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