# Modify this form to meet your parish needs - most parishes simplify this form.

Screening in Faith Appendix I

Screening Reference Interview Questions Form

**Instructions:** Record each reference phone call on a separate copy of this form. Use the back of the form or an additional page as required to record the information. Note on the front page the number of sheets used. If this referee is unable/unwilling to provide enough information to allow you to make a reasonable assessment of the applicant’s suitability, the applicant must supply a substitute referee for you to contact.

Hello, my name is and I am calling on behalf of [parish/organization]. [Name of applicant] is applying for a ministry position and your name was provided as a reference. Do you have a few minutes to answer some questions now? May I describe the ministry position so that you can make an informed decision. [Give a brief ministry description, and be certain that the person understands the responsibilities associated with the position. Do not omit or rush through this part]. Your input is a critical part of the screening process and I appreciate your time.

# Name of Referee: Name of Applicant:

1. How long have you known [the applicant]? \_\_\_\_ years. In what capacity?
2. How well would you say you know this person?
3. Have you seen [applicant] in a ministry similar to the one I just described? If so, what are her/his strengths, weaknesses?
4. This ministry requires a mature, prudent person of faith who is honest, dependable and emotionally healthy. I am going to read a list of traits. Please comment, if you can, on how much or little the individual exhibits these traits and an example of this behavior?

|  |  |  |  |
| --- | --- | --- | --- |
| **Trait** | **Has** | **Has not** | **Example** |
| Honesty |  |  |  |
| Reliability |  |  |  |
| Respect for others |  |  |  |
| Emotional stability |  |  |  |
| Confidentiality |  |  |  |

1. How would you feel about having him/her minister on a one-on-one basis with your child, or elderly parishioner, or friend or parent?
2. Is there anything you feel we should be aware of in accepting this person into this position?
3. Are you aware of any characteristics of this applicant that would raise questions about his/her ability to work well in this ministry?
4. To the best of your knowledge, has this person ever been convicted of any criminal offence for which a pardon has not been granted or has he/she been subject to disciplinary action for sexual misconduct?
5. Would you have any reservations recommending this person for this position?

**Thank the person for their help and time and close the interview.**

Interviewer’s signature Date

Place this completed document in the applicant’s file in a locked filing cabinet. Record the completion of this step on the applicant’s Screening Checklist Form.