



New starter check-in: Interview form

C/2.1.2.8

The purpose of this form is to check-in with new lay workers (volunteers, helpers, or lay staff) at around four to six weeks. It is important to understand how well we welcome, orientate, and induct new lay workers to our safe ministry team. It is also important to make sure that we are delivering on the commitment we make to vulnerable groups in our community and congregations. We use this feedback to understand what is working well, to identify areas for improvement and to create a better working experience for all of our lay workers. If the person is already a volunteer and is changing roles, has been appointed to a new role, or adding a new role, then this form can be used instead of completing another interview and referee process for that volunteer.

Lay worker:

Church council representative/coordinator:

Position:

Team:

Date:

Why did you decide to volunteer or work here?

How has the role met/not met your initial expectations?

Are you starting to feel like part of the team?

Are you clear on what your role is?

Further comments or actions required:



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Lay worker signature:

Date:

Coordinator signature:

Date:

Revisions

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Version	Date approved	Approved by	Effective date	Policy owner	Policy contact
3.0	16.01.2024	Strategic Risk Manager	16.01.2024	Strategic Risk Manager	Safe Church Assurance and Support Officer
Next scheduled review	30.01.2027				