



Interview template

E/1.1.1.2

Purpose

Candidate name:	
Position title:	
Interviewer:	
Date and time:	



Interview questions

Introduction

Q1. To start off please tell us a bit about yourself and some of your career highlights.

Motivational fit

Q2. Why are you interested in this position with the Uniting Church in Australia, Queensland Synod?
Why are you looking to move on from your current role? (only ask if relevant)

Q3. What sets you apart from the other candidates we are interviewing?

Q4. What type of work environment do you thrive in? What demotivates you?



Q5. What management style brings out the best in you?

Q6. What do you know about The Uniting Church? *(use for external candidates)*

Q7. Explain to us how this position fits in with your career goals?

Tell me how this position aligns with your short-term goals?

Where do you want to be in the mid to long term?

Knowledge and experience

Q8. << Insert relevant question by referring to key accountabilities and selection criteria in the position description >>



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Q9. << Insert relevant question by referring to key accountabilities and selection criteria in the position description >>

Q10. << Insert relevant question by referring to key accountabilities and selection criteria in the position description >>

Q11. << Insert relevant question by referring to key accountabilities and selection criteria in the position description >>

Q12. << Insert relevant question by referring to key accountabilities and selection criteria in the position description >>



Q13. << Insert relevant question by referring to key accountabilities and selection criteria in the position description >>

Organisational fit

At the Uniting Church we have four staff values which influence the way we work: service; responsibility; respect and integrity

Q14. What do our staff values mean to you? Describe how you live these values in your day-to-day work life.

Q15. The Uniting Church is not only a large not-for-profit organisation, but also a church. What sort of adjustments or changes do you think you may need to make to be successful working for the Uniting Church? *(use for external candidates)*

Closing the interview

Describe to the candidate

- Position/workplace overview
- Overview of position (any other requirements, challenges or expectations e.g. travel if applicable)
- What it is like working for the Queensland Synod (work environment/culture) and in your team
- Confirm candidate understands any hazards/challenges of the working environment (e.g. working with children, specific hazards in a kitchen/maintenance, chemicals)
- Your management style/expectations



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Candidate questions

Availability

If successful in gaining this role when would you be available to start?

Is there any reason the candidate is unable to safely undertake the inherent requirements of the position?

Probity/other checks (if required at interview)

- Working with Children Check – Blue Card
- Australian National Police Check – Fit2Work
- Evidence of qualifications
- Evidence of professional memberships

Next steps

Advise candidate the next stage of the recruitment process and when they will be notified.

Thank the candidate for their participation.



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Post interview assessment

Once the candidate has left, complete the summary grids part 1 and part 2.

Part 1 – Interview answer rating

Interview answers Summary grid	Well below expectations	Below expectations	Meets expectations	Above expectations	Exceeds expectations
	Please tick ✓				
To start of tell us a bit about yourself and some of your career highlights.					
What sets you apart from the other candidates we are interviewing?					
Why are you interested in this position with the Uniting Church in Australia?					
What type of work environment do you thrive in? What demotivates you?					
What management style brings out the best in you?					
What do you know about the Uniting Church in Australia?					
Explain to us how this position fits in with your career goals?					
<< Insert knowledge and experience question 1 >>					
<< Insert knowledge and experience question 2 >>					
<< Insert knowledge and experience question 3 >>					
<< Insert knowledge and experience question 4 >>					
<< Insert knowledge and experience question 5 >>					
<< Insert knowledge and experience question 6 >>					
What do our values mean to you? Describe how you live these values in your day-to-day work life.					
The Uniting Church in Australia is a large not-for-profit organisation/Church. What sort of adjustments or changes do you think you may need to make to be successful working for the Uniting Church?					
Well below expectations	Below expectations	Meets expectations	Above expectations	Exceeds expectations	
Very low level of proficiency. No demonstration of required behaviour and/or negative behaviours strongly evident.	Few required behaviours demonstrated. Some negative behaviour evident. Significant development needed.	Acceptable level of proficiency. Some evidence of most indicators. Some unclear or not demonstrated. No strong negative behaviours.	Strong evidence of most of the behaviours. No negative behaviours.	All behaviours demonstrated strongly. Hard to see how could do any better.	

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Part 2 – Communication and interpersonal skills rating

Communication and interpersonal skills Summary grid		Well below expectations	Below expectations	Meets expectations	Above expectations	Exceeds expectations
		Please tick ✓				
Candidate arrived punctually		Yes <input type="checkbox"/> No <input type="checkbox"/>				
Candidate presented professionally						
Candidate was confident and established personal credibility quickly						
Candidate established and maintained positive body language e.g. eye contact, gestures, attentiveness						
Candidate showed effective listening skills e.g. understood questions, checked back for understanding						
Candidate organised and presented thoughts clearly and logically						
Candidate used relevant examples to demonstrate behaviours						
Candidate presented views and 'sold' themselves persuasively						
Candidate had an enthusiastic and interested manner						
Candidate appeared relaxed/comfortable throughout the interview						
Candidate closed interview professionally and confidently						
Well below expectations	Below expectations	Meets expectations		Above expectations	Exceeds expectations	
Very low level of proficiency. No demonstration of required behaviour and/or negative behaviours strongly evident.	Few required behaviours demonstrated. Some negative behaviour evident. Significant development needed.	Acceptable level of proficiency. Some evidence of most indicators. Some unclear or not demonstrated. No strong negative behaviours.		Strong evidence of most of the behaviours. No negative behaviours.	All behaviours demonstrated strongly. Hard to see how could do any better.	



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Appointment recommendation (Complete after all candidates are interviewed)

Recommend for position: YES / NO

Reason for decision:

Please provide sufficient detailed information explaining the selection panel's decision.

Next steps:

1. Minimum two reference checks must be completed on the recommended candidate.
2. Recruiting manager must seek appointment approval from the delegated authority before any offer of employment is made.
3. The recruiting manager is responsible for providing the Approval to Appoint Form duly signed is provided to People and Culture for drafting the required employment contract and offer of employment covering letter and ensuring all appointment paperwork is provided to the candidate and fully signed, completed and returned before the employment commencement date. The new employee is unable to start work until their employment contract has been signed and returned.
4. Raise IT Helpdesk request to create network account, email and folder access.
5. Contact Finance if an organisational vehicle offered and (if appropriate) corporate credit card to be offered.
6. Contact site manager to book date/time for issuing of security ID card and keys.

Revisions

Document number		E/1.1.1.2			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
1.1	01.08.2020	ELT	01.08.2020	People and Culture	People and Culture Manager
Next scheduled review		01.12.2021			