

Simeon's Trustees



Interview Planning

In Advance

- Where will you conduct the interviews?
Somewhere that will be quiet and free from interruptions or visual disturbance (eg visible people/traffic passing outside which a candidate could be distracted by.)
- Where will you ask the candidates and their spouses (if appropriate) to wait?
Somewhere they can be private, with ready access to drinks and toilet facilities. Also somewhere they do not necessarily have to talk to others so they can prepare themselves.
- How will you arrange the interview room?
Whether you/your Chairperson opts for a circle or for a more formal arrangement, the recognised format is that the candidate should be at right angles to any window or natural light. This is so that neither they nor the interviewers are peering into the light. If artificial light is needed make sure that this is also positioned so as not to “blind” any particular party. Comfortable chairs which are at a similar height for both candidate and interviewers are essential.
- What facilities do you need to provide in the interview room?
Water for the interviewees (easily to hand, kept topped up and a clean glass put out for each candidate). A small table near the interviewee on which they can put their drink or any other materials. For the interviewing panel – water for each person and other drinks by arrangement. It is helpful if spare paper and pens are available for the interviewing panel.

A Good Process

It is helpful if someone is briefed to stay in attendance outside the interview room to attend to any needs the candidates may have before/after the interview, to check that background noise/interruptions are prevented and to be available to the interviewing panel if anything unexpected is needed.

What happens after the interview? It is advisable to ensure that a candidate and his/her spouse does not feel they have to meet the next candidate on leaving the interview room but is clear what happens next. i.e. whether they are free to leave or whether they are expected to go somewhere else.

The Interview

It will be agreed in advance by the Bishop/Archdeacon, Patron's Representative and Parish Reps, who will chair the interview panel. This is often the Patron's Representative. Usually at the short-listing meeting the process of preparing the interview questions is agreed, with one person co-ordinating the process. Guidance will be given as to how many and the type of questions that will be most helpful. Before then Parish Reps may like to think through what are the key areas to focus on.

Ann Brown can supply some sample questions. Inevitably there are rules about the sort of questions that can be asked. One is that all candidates should be asked the same questions. Each candidate should also be given the same amount of interview time. Spouses are not interviewed nor are questions about them asked.