Interviewing a Possible Candidate

1. Do they have a *Whatever It Takes* attitude?
   a. A track record of effectiveness
   b. A strong work ethic
   c. Can handle failure; able to recover
   d. A team player; appropriate ego
   e. A teachable spirit; able to learn and grow; able to be coached

2. Do they understand clearly the expectations?
   a. Raise the bar early in the process; see how they respond.
   b. Make it clear what you expect; be realistic and honest.
   c. Do they like challenges, or do they shrink back?
   d. Do they know how to grow a ministry?

3. Are they an emerging leader, a diamond in the rough with a fire in the heart?
   a. They could already be in our church.
   b. They could be at a smaller church and in need of an opportunity.
   c. It could be someone who is already on our staff.

4. Design an intentional interview process.
   a. Conduct multiple interviews by multiple people, including appropriate representatives
      i. An initial 30 to 45 minute phone interview
      ii. Next, a 4 to 5 hour face-to-face interview
      iii. Share a meal together as couples, including the Sr Pastor, key staff, and possible staff support team chairperson in a supportive role.
   b. Interview the spouse of the possible candidate.
   c. Have the candidate complete a personal questionnaire.
   d. Contact references.
      i. Use a “Reference Release Form”
      ii. The last reference may be the current immediate supervisor or personnel chairperson
      iii. Conduct a personality profile, such as John Trent’s *Leading From Your Strengths* (available online)
   e. Talk with their most recent employers.
   f. Conduct a credit check.
      i. Use an “Authorization for Release of Credit and Legal Information”
5. Pay attention to the 5 C's
   a. Character
      i. Integrity
      ii. Responsibility
      iii. History of keeping promises
   b. Competence -- skills that fit the level of leadership expected
   c. Coachability
      i. Can they take criticism, or do they moap?
      ii. Can you talk with them?
   d. Courage
      i. The ability to make difficult decisions
      ii. Ask them to tell you about one
   e. Chemistry – would you take a vacation with them?

6. Are you willing to invest in their on-going development and help train them for excellence?
   a. Books to read
   b. Retreats
   c. Development days
   d. Conferences, workshops, seminars