



9.10 INTERVIEW CHECKLIST/REFERENCE CHECK REPORT

Complete this checklist after the interview, not in the presence of the applicant. Fill it out from notes made during meeting. It will help you, the interviewer, remember the discussions and make the decision-making process easier. Sample questions on reverse of this page.

Applicant's Name: _____ **Date of Interview** _____

- | | | | |
|---|-------|------|-----------|
| 1. Commits to active expression of The Mission and Values of the Society: | Yes__ | No__ | Unknown__ |
| 2. Commits to personal spiritual development | Yes__ | No__ | Unknown__ |
| 3. Commits to following the Society's Rule, policies and procedures | Yes__ | No__ | Unknown__ |
| 4. Commits to being a positive role model and accountable for own actions | Yes__ | No__ | Unknown__ |
| 5. Commits to acquiring the knowledge and skills appropriate to his or her role | Yes__ | No__ | Unknown__ |
| 6. Commits to signing Service Covenant/Confidentiality Agreement | Yes__ | No__ | Unknown__ |

Reference Check Report (Each reference given on the application form must be contacted and checked)

1 Name _____ Contact Date: _____ Contacted By: _____

How long have you known the applicant? _____

Your relationship to the applicant: _____

Understanding the nature of the Society's work, are you willing to recommend the applicant for membership in the SSVP? Yes__ No__ Uncertain_____ Are there any causes for concern?

Comments: (if uncertain/cause for concern): _____

2 Name _____ Contact Date: _____ Contacted By: _____

How long have you known the applicant? _____

Your relationship to the applicant: _____

Understanding the nature of the Society's work, are you willing to recommend the applicant for membership in the SSVP? Yes__ No__ Uncertain_____ Are there any causes for concern?

Comments: (if uncertain/cause for concern): _____

3 Name _____ Contact Date: _____ Contacted By: _____

How long have you known the applicant? _____

Your relationship to the applicant: _____

Understanding the nature of the Society's work, are you willing to recommend the applicant for membership in the SSVP? Yes__ No__ Uncertain_____ Are there any causes for concern?

Comments: (if uncertain/cause for concern): _____

SAMPLE INTERVIEW QUESTIONS

1. What has interested you in becoming a member of the Society of Saint Vincent de Paul?
2. What do you know about the Society of Saint Vincent de Paul or what experience have you had with the Society?
3. Which aspect of the work of the Society interests you the most?
4. What types of contribution do you see yourself making to the work of the Society?
5. Which of your skills do you feel might be especially helpful in this service?
6. Please tell us about any previous experience you have had in serving those in need, particularly the poor? Or could you tell us more about those experiences as stated in your application?
7. How have these experiences influenced or helped you?
8. How would you feel about visiting people in their home?
9. What life experiences have prepared you for this type of service?
10. What do you expect will be the greatest benefit or satisfaction in becoming a member of the Society for you?
11. What do you expect will be the most challenging or frustrating aspect, and how might you handle that?
12. What else about yourself or your experiences do you feel it would be helpful for us to know?
13. Please summarize what you have gained form the other volunteer experiences you have had?

Interview Date: _____

Interviewed by: _____ / _____
Name Name

Interview is satisfactory: Yes ___ No ___ **Proceed with Reference check: Yes ___ No ___**

Recommending approval of membership pending reference check: Yes ___ No ___

Comments: _____

Interviewer Signature

Date

Note: Each interviewer receives a copy. Both completed copies are signed, attached together and placed in applicant's file.