

Phone Interview Q&A

First Candidate Interview - Phone Call

NAME:

Date _____ - Time _____ (Duration _____, _____)

- **Called**

- How did you get here? Put your journey in perspective.
- What is your specific calling?
- When were you called?
- How has God confirmed that calling in your life?
- Why are you interested in a change?
- Why do you want this position?

- **Character**

- What are your top 3 spiritual gifts?
- What do others say are your strengths?
- What's your passion?
- What do others say are your weaknesses?
- What are your blind spots?
- What are you looking for in terms of continued growth and personal development?
- How do you want to improve yourself in the next year?
- Do you have a regular quiet time?
- Tell me something God has shown you recently in your time with Him.
- What techniques and tools do you use to keep yourself organized?
- If you had to choose one, would you consider yourself a big-picture person or a detail-oriented person?
- Do you gravitate toward people or things? Rate how relational you are on a 10-point scale.

- **Competence**

- Tell me about your education. Are there any gaps?
- Tell me about your experience. Are there any gaps?
- What do you like least about your current position and ministry?
- In the positions you've held, when were you most satisfied in ministry?
- Tell me about the scope and size of your _____ ministry.
- What are your greatest accomplishments in your current position?
- What are your greatest failures in your current position?
- Tell me about your speaking skills.
- How often do you speak?
- Can you provide any recordings we can see?
- Tell me how you've developed leaders.

- **Catalytic**

- What was the last project you headed up? What was the outcome?
- What would be your ideal working environment?
- What do you look for in terms of church culture—traditional or innovative?
- Give examples of ideas you've had or implemented.
- How have you grown the _____ ministry at _____?
- How do you measure success in your _____ ministry?
- Tell me how you've developed leaders.
- What do you see yourself doing within the first 30 days of this job?
- If you took this position, what would your strategy for the first 90 days look like?
- What does a typical work week look like for you?

- **Chemistry**

- How would you go about establishing your credibility with the team?
- How would you describe your leadership style?
- What kind of personality do you work best with? Why?
- What irritates you about other people? How do you deal with it?
- How do you feel about the prospect of working with our team?
- What are your initial thoughts about leading the _____ ministry team?
- Why do you feel you're a good fit for us?

- **Candidate Questions**

- Do you have any questions for me?

- **Next Steps**

- Reiterate the search process.
- Our next contact will be: _____
- Your action step is: _____
- My action step is: _____

- **Prayer**

- Continue to pray.
- Let me conclude our phone call with prayer.