

# RELIGIOUS EDUCATION LEADER

# INTERVIEW FORM

(each interviewer receives a copy of this form)

Candidate's Name: \_\_\_\_\_

Interviewer's Name: \_\_\_\_\_

Date of the Interview: \_\_\_\_\_

- ▲ = positive rating  
 ◀ ▶ = average rating  
 ▼ = negative rating

### GENERAL INSTRUCTIONS:

1. During the interview focus on evaluating the person against the work-related criteria.
2. Take notes during the interview - however - do not write down anything that is not directly related to the work-related criteria.
3. Immediately after the interview rate the candidate by circling the appropriate arrow for each work-related criteria.
4. Give the candidate an overall rating at the end of the form.

## JOB RELATED CRITERIA

### A. INTERPERSONAL SKILLS CRITERIA

## 1. PREFERS TEAMWORK

- \_\_\_\_\_ Enjoys working with groups
- \_\_\_\_\_ Likes collaborating
- \_\_\_\_\_ Speaks well of group projects
- \_\_\_\_\_ Displays positive facial expressions  
when discussing working  
with groups.

Notes:

Rating:

▲      ◀ ▶      ▼

### A. INTERPERSONAL SKILLS CRITERIA

## 2. FRIENDLINESS

- \_\_\_\_\_ Enjoys socializing
- \_\_\_\_\_ Looks forward to being w/ people
- \_\_\_\_\_ Likes doing things with friends
- \_\_\_\_\_ Creates a good first impression
- \_\_\_\_\_ Smiles readily
- \_\_\_\_\_ Exudes warmth
- \_\_\_\_\_ Is outgoing

Notes:

Rating:

▲      ◀ ▶      ▼



**B. PERSONALITY TRAITS****3. OPTIMISM**

- ☐ Sees solutions not problems
- ☐ Has a can-do attitude
- ☐ Enjoys overcoming obstacles
- ☐ Expresses enthusiasm
- ☐ Appears confident
- ☐ Seems burned out
- ☐ Complains of stress

Notes:

Rating:

**C. MOTIVATIONS****1. DESIRE TO HELP PEOPLE**

- ☐ Enjoys helping and serving people
- ☐ Often goes out of their way to help
- ☐ Offers to help the interviewer
- ☐ Shows extra interest when speaking of helping others
- ☐ Feels a call to service
- ☐ "Needs" to help rather than feeling called to serve

Notes:

Rating:

**C. MOTIVATIONS****2. DESIRE TO DO CREATIVE WORK**

- ☐ Loves innovation and change
- ☐ Looks for innovative solutions
- ☐ Seems open to growing personally
- ☐ Is not afraid of change
- ☐ Knows the difference between Church doctrine and Church discipline(when to be creative)
- ☐ Recognizes that we must meet the world where it is - not whine that the world must come to us

Notes:

Rating:



<p><b>D. MANAGEMENT/LEADERSHIP SKILLS</b></p> <p><b>1. PLANNING SKILLS</b></p> <p>_____ Describes long-range planning</p> <p>_____ Achievement is planned not luck</p> <p>_____ Sets priorities and timelines</p> <p>_____ Last minute versus ahead of time</p> <p>_____ Seems positive when discussing planning ahead</p>	<p>Notes:</p>
<p><b>D. MANAGEMENT/LEADERSHIP SKILLS</b></p> <p><b>2. ORGANIZING SKILLS</b></p> <p>_____ Mentions that work has a logical order</p> <p>_____ Can recognize small steps in a larger project and set them in a resonable sequence</p> <p>_____ Brought and can find the papers needed for the interview</p> <p>_____ Shows evidence of using an appointment calendar</p>	<p>Notes:</p>
<p><b>D. MANAGEMENT/LEADERSHIP SKILLS</b></p> <p><b>3. DELEGATING/CONTROL SKILLS</b></p> <p>_____ Can delegate work to others</p> <p>_____ Follows up on delegated work</p> <p>_____ Does not tell others “how” to work</p> <p>_____ Has to be involved in everything</p> <p>_____ Is “always” working</p> <p>_____ Can talk about hobbies and other interests outside of work</p> <p>_____ Does the person “brag” about how much/hard they work</p>	<p>Notes:</p>

<p><b>E. TECHNICAL JOB KNOWLEDGE</b></p> <p><b>1. RELIGIOUS EDUCATION</b></p> <p>_____ Understands catechetical process</p> <p>_____ Message, Community, Worship and Service as the tasks of catechesis</p> <p>_____ Familiar with Rel Ed resources</p> <p>_____ Understands catechist training</p> <p>_____ Understands volunteer issues</p> <p>_____ Knows liturgy and retreat planning</p> <p>_____ Knows sacramental readiness issues</p> <p>_____ Understands developmental issues</p> <p>_____ Knows RCIA catechetical process</p> <p>_____ Awareness of small communities</p>	Notes:	
<p><b>E. TECHNICAL JOB KNOWLEDGE</b></p> <p><b>2. THEOLOGY</b></p> <p>_____ Understanding of Church</p> <p>_____ Understanding of Sacraments</p> <p>_____ Understanding of Moral Theology</p> <p>_____ Understanding of Christology</p> <p>_____ Understanding of Scripture</p> <p>_____ Understands Catholic Social Teaching</p> <p>_____ A sense of Liturgy and prayer</p> <p>_____ Awareness of Canon Law</p>	Rating:	<div>▲ ◀ ▶ ▼</div>
<p><b>E. TECHNICAL JOB KNOWLEDGE</b></p> <p><b>3. TECHNICAL SKILLS</b></p> <p>_____ Office machine operation</p> <p>_____ Computer skills</p> <p>_____ Publicity skills</p> <p>_____ Budgeting/accounting skills</p>	Rating:	<div>▲ ◀ ▶ ▼</div>