

Suggested Interview Questions for Applicants

This document is to support and give ideas for questions to ask applicants and candidates as parishes or schools hires for open positions in the Diocese of Springfield in Illinois. All these questions are intended to be generic to be able to fit a wide range of job openings in parishes or schools. If you have questions or would like assistance during this process, please contact the Office for Human Resources at (217) 698-8500.

Initial Interview

The initial interview should be conducted through a phone call by the parish or school secretary, if available, or a volunteer from the parish council. This interview is to screen all the applicants to get to know them better for the position and determine if they will advance.

- Can you describe what you do in your current role?
- Why are you wanting to leave this role?
- Why are you applying for this position?
- Why are you wanting to work for (parish/school)?
- Are there any questions that you have for us?

Second Interview

*The second interview should use more technical terms that apply to the job. This interview should be conducted by members of the parish council or the principal with subordinates. The pastor may or may not be present for this interview. Within this interview, interviewers should be asking more in-depth questions about the candidate's previous experiences, skills, and behavior practices. Interviewers should ask for examples from the candidate's work history with each of the following questions. In **schools** most likely, the interviewer will combine the second and final interview questions to shorten the length of the interview process.*

- What are some of your strengths?
- What are some areas you would like to improve in?
- What are you hoping to learn in this role?
- What was the best job that you have had? Why?
- What is the most challenging job that you have had? Why?
- Can you tell me about a time when you felt your skills were being used to their full potential?

Final Interview

*The final interview will look different depending on whether you are hiring for a school or parish position. The final interview should include Catholic Identity questions (described below.) It is best practice for the pastor to ask the questions related to Catholic identity during the interview. In **schools**: the interviewer may ask these questions during the second interview with the pastor present. In **parishes**: the pastor should be present as well as members of the parish council to help advise on candidates to be offered the position.*

- Tell us when you have dealt with a difficult _____.
- What do you think it takes to be successful in this position?
- Tell us about a major project or accomplishment of which you are proud.
- If you got the job, what would be the first thing you do?
- **Look at the Catholic identity questions on the Office of Human Resources website: dio.org/hr.**