

# Appendix XIV

## Face to Face Interview (Examples)

### Initial Employment or pre-ministry:

This interview should be accomplished for all new employees and all Affected Volunteers (those involved with children or work in the same space). It may be incorporated into a larger pre-employment but the major issues should be documented for the record. The primary focus is to assure suitability for work in the environment with minors. It is a time to emphasize the commitment of the Diocese to the safety of children and no tolerance for any form of abuse of minors. **This document should be signed and dated and will remain in the person's file permanently.** The following are suggested questions and areas to discuss and document.

- 1) A review of the application document should be done with the applicant. Discuss any pertinent information or missing information.
- 2) Please explain why you are interested in obtaining a position within the Diocese of Gallup.
- 3) Please describe your experience working with children and adults, your degree, credentials, and any certifications you may hold.
- 4) What area(s) in particular are you interested in obtaining a position(s)?
- 5) Part of your responsibility in obtaining a position in the Diocese of Gallup is completing the Safe Environment Training, which involves understanding, detecting and possibly reporting child abuse. Are you willing to do this? Have you had previous training in this area?
- 6) Some positions require background checks and fingerprinting. Would that be a problem for you?
- 7) Other direct job related questions --
- 8) Is there any other information that you feel the Diocese needs to know to properly consider your application?

### Ongoing Employment Interview (Periodic):

The principal reason for the later interviews is part of the annual review of the program for the protection of minors as an ongoing process of improvement. It also serves to provide insights into the health of the current ministry program. **This document should be signed and dated and kept permanently in the person's file.** Suggested questions would include:

- 1) Review current activity of the person being interviewed and note the degree of involvement with minors.
- 2) "Do you have any concerns about the safety of minors in the conduct of your current ministry?"  
"How is the physical safety such as outer door security, and unsecured inner rooms."  
"How about fire hazards or failure to follow policy or protocols for child safety?"
- 3) "Do you have any concerns about co-workers or outside persons due to inappropriate behavior toward minors or adults or regarding activity outside of the ministry that is contrary to church teachings?"
- 4) "Do you have any suggestions for improving the safety of minors in the activity of your ministry or the site of ministry?" Do you have any suggestions to make the program more effective?