

LIFEWISE ACADEMY



LIFEWISE INTERVIEW GUIDE

During the Interview

Arrive early

- ◆ The Director should plan to arrive approximately 20-30 minutes early. This will allow time to set up the interview room and minimize surprises. All other interview personnel should arrive at least 15 minutes early.
- ◆ Arriving late sends a negative message to the candidates and often disrupts the process.

Greet the candidate

- ◆ Smile and make direct eye contact as you introduce yourself. Team participants should personally introduce themselves with their names and some background information.

Provide background information

- ◆ It's helpful for the candidate to hear reasons why each Board member is serving on the interviewing team. Team members should share a brief overview of their passion for your LifeWise program.

Take notes

- ◆ Record quick thoughts on positive attributes as well as red or yellow flags or concerns. This will provide a point of reference upon debriefing the interview experience.

Make eye contact and observe body language

- ◆ Sometimes, the candidate will give you a better answer with body language and facial features than their actual verbal response.

Avoid illegal or inappropriate questions

- ◆ There are questions that cannot legally be asked. The answers to questions considered illegal would enable employers to discriminate based on age, race, color, disability or sex (including gender identity and sexual orientation), so steer clear of asking questions that could enable discrimination in any way.
- ◆ Because LifeWise Academy's purpose and character is primarily religious, we are exempt from the federal laws that prohibit employment decisions based on religion. We can ask questions regarding faith because it is an occupational qualification for any position within LifeWise Academy.

Close with prayer

- ◆ The Director should close the interview by inviting all participants into a time of prayer. Upon completion of the prayer, stand and thank the candidate with a positive handshake and God's blessing.

After the Interview

Assess the candidate using the [Teacher Candidate Evaluation Form](#).

Should you choose not to pursue a candidate:

- ◆ If, after the first interview, the interview team has determined that a specific candidate would not be a good fit, the Director should contact the candidate with the decision, ideally within 48 hours. Candidates are usually eager to determine where they stand. Tips on notifying the candidate:
 - ◇ Thank them for their time and interest
 - ◇ Be direct: “We have decided to go in a different direction”
 - ◇ Invite them to get involved in other ways
- ◆ Sending a thank-you card or letter is often a nice gesture.

Should you choose to pursue a candidate:

- ◆ As with the step above, seek to contact the candidate within 48 hours. A formal job offer should be made in two ways:
 - ◇ A telephone call should be made by the Director expressing the program’s desire to offer the job. Initial details may be discussed during this conversation, as well as a time table for accepting or rejecting the position. Then, initiate an offer letter using the appropriate form in the [New Hire Checklist](#).

Sample Questions

1. Please describe what God is doing in your life right now. What are you learning? In what ways do you think you need to grow in your spiritual maturity?
2. Tell me about a time when you were able to bounce back from a difficult situation or disappointment.
3. How do you manage stress in your life?
4. How do you respond when your plans change suddenly or you are faced with adversity?
5. Are you meeting regularly with anyone from your church to encourage them to grow spiritually?
6. Where have you seen answered prayer in your life recently?
7. What Bible passages are most meaningful to you and why?
8. What do you perceive as your strengths for ministry / spiritual gifts?
9. How has your education prepared you for a position such as this?
10. Why are you interested in this specific position?
11. What do you know about LifeWise?
12. What would be your goals for the first year?
13. What long-term goals would you establish?
14. How would you contribute to building a strong ministry team?
15. How would you seek to deal with conflict within a ministry team?
16. How would you seek to build accountability into your life and ministry?
17. Tell us about your family.
18. What do you enjoy doing for fun?
19. What will most challenge you about a position like this?
20. In what types of conditions do you work best?