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|  | Interview Questions - Required |

Several questions are derived from Patrick Lencioni’s book, The Ideal Team Player, and Travis Bradberry’s book, Emotional Intelligence 2.0. Note: The resource document explains the “why” behind these questions.

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| Applicant Information | | | |
| Applicant Name: |  | Date: |  |
| Position Applied for: |  |  |  |

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| Discussion & Questions |
| **Possible Script:** Thank you for meeting with us! This conversation should take about 60 minutes and will help us determine who to move forward in the interview process. I will be taking notes along the way and will review next steps at the end. For the benefit of others in the room, some of the questions that were asked in the phone interview will be asked here as well. |
| 1) What about this position interests you? |
| 2) How have you sought the Lord’s leading throughout this application and interview process? |
| **Faith / Spiritual History** |
| 3) Share with us the 5-minute version of your faith journey. |
| 4) When did you feel called to ministry? |
| 5) How do you invest in your own spiritual growth? |
| **Interpersonal Skills** |
| 6) Tell us of a time where you had to communicate an idea or task that you know would be met with resistance.   * How did you approach the situation? * What was the outcome? * What would you do differently? |
| 7) Tell us about a time when you worked on a team project or goal.   * What did you learn about teamwork? (Humble/Smart) * In what way did your role impact the end result? (Hungry) |
| 8) Have you ever worked with a difficult colleague or boss? How did you handle the situation? (SMART)  Can the person read situations and handle them skillfully? |
| 9) How do you handle apologies, either giving or accepting them? Give an example. (HUMBLE)  Humble people are not afraid to say they are sorry. Great phrase, “I am sorry.” |
| 10) What do you do that others might find annoying? (SMART) Everyone annoys someone, sometimes. Smart people are not immune. Example: plays loud music. |
| 11) What kind of people annoy you the most and how do you deal with them? (SMART)  Smart people know their pet peeves, and they own the fact that some of those pet peeves are their own issues. |
| **Background** |
| 12) What do you like to do when you’re not working? (HUNGRY) Look out for too many time-consuming hobbies. Good examples: relationships, sports, personal hobby. |
| 13) What are the most important accomplishments of your career? (HUMBLE) Look for the mention of “we” more than “I”. |
| 14) What was the most embarrassing moment in your career? Or the biggest failure? How did you handle the embarrassment or failure? (HUMBLE) How does the candidate handle responsibility, what did they learn from it, and did they actually act on what was learned? |
| **Work Ethic/Drive** |
| 15) What is the hardest you’ve ever worked on something in your life? Examples of real but joyful sacrifice. |
| **Multiethnic / Cultural Competence** |
| 16) KCC has been on a journey to become a healthy multiethnic church. What experience do you have working in a multiethnic environment? |
| **Emotional Intelligence** |
| 17) Tell me about a time when you were upset with a customer or co-worker and how you handled your emotions in that moment? Assesses ability to accurately perceive emotions and stay aware of them as they happen (self-awareness). |
| 18) What would you consider to be three of your greatest strengths? |
| 19) What is your greatest weakness? (HUMBLE) Look for answers that are real and a little painful. Prompts: What would your best friends say you need to work on? |
| 20) When the pressure is on for a big project, how do you cope emotionally? |
| **Planning and Organization** |
| 21) What tools do you use for effective follow through and meeting deadlines? |
| 22) How do you respond to shifting priorities and/or completely different direction? |
| **Technical / Job Specific Questions** |
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| **Conclusion & Next Steps** |
| **Possible Script:** This completes the list of questions we have for you. Do you have any questions for us? |
| **Next Steps:** We have additional interviews to conduct. After this the final candidates would meet with the Executive pastor. We will contact you either way within the next \_\_\_\_\_\_\_\_ (week, days) |
| Candidate to move forward in the process? YES  NO |