

GUIDANCE FOR QUAKER AREA MEETINGS ON INTERVIEWING AND SELECTION

1. Preparing interview questions

Always prepare interview questions in advance.

When interviewing for a post in your Area or Local Meeting, you will need to test the following:

- Whether the person has the knowledge and/or experience to do the job
- Whether the person has the required personal skills to do the job
- Whether they can meet the requirements of the job eg the hours and times of work
- Their motivation
- Whether they are in sympathy with Quaker values and ethos.

Below are some general questions for the above areas. However, please note that these questions may not be fully appropriate to the job you are recruiting to. You should define exactly what you are looking for in the person specification for the job. There is an example person specification format in the ‘employers’ section of the Quaker website. You should then use the person specification criteria to draft appropriate interview questions.

AREA TO COVER	EXAMPLE QUESTION
Job knowledge	Tell us about what you know about x. Tell us about what you have done in respect of x.
Personal skill – ability to work productively with others	Tell us about your relationships with others in your current workplace (<i>or relationships outside of work, if not recently employed</i>). How have you aimed to maintain productive relationships? What have you done to try and sort out any problems?
Personal skill – initiative	Give an example of a time when you’ve used your initiative to do something in your work (<i>NB it can be paid or voluntary work</i>). What was the outcome? What would you do differently next time?
Personal skill – self organisation	Tell us about how you organise yourself in your work/home life. How do you make sure you achieve all that you need to?

AREA TO COVER	EXAMPLE QUESTION
	Give us a specific example of what you need to organise on a day to day basis. How do you make sure you do things in the most effective way?
Motivation	What made you apply for this post? What do you like about this type of work? What do you dislike about this type of work?
Sympathy with Quaker values and ethos	What interests you about Quakers? What do you know about Quakers? (explain if needed). Are you willing to work in accordance with our ethos? (if appropriate, also ask): Is there anything you might find difficult about working to a Quaker ethos? (if so, explore with the candidate).

2. During the interview

Your aim is to obtain quality information from the candidate so you can assess them fairly and fully against the requirements of the job. Use the following information as a checklist for your interview.

- Welcome the candidate – try to put them at ease.
- Introduce yourself and other people present.
- Explain the structure of the interview.
- Encourage the candidate to talk about how their skills and experience apply to the vacancy.
- Ask open-ended questions – ones that **cannot** be answered with a yes or no.
- Allow the candidate time to think and speak.
- Keep control of the interview. If you feel the candidate is going off-track, turn the conversation back to the information you need.
- At the end of the interview, ask the candidate if they have any questions.
- Explain more information about the job and about the Meeting, as needed
- Inform them of the next stage in the recruitment process, eg when they will hear the result of the interview, when they would be invited to start if successful.
- Thank the candidate for their time.

3. Areas to avoid during the interview

You should not ask health related questions at interview stage unless there are compelling reasons to do so. This will ensure that you comply with the Equality Act 2010.

Employers can only ask health-related questions at interview stage to establish whether the applicant can carry out a function which is intrinsic to their role, subject to any reasonable adjustments which may be made.

So, rather than asking about health or disability, you could ask if a candidate could do a particular task, provided that it is an integral part of the role. Eg would you be able to lift chairs and set them out for Meeting for Worship?

After you have offered a job, you may ask health questions that are relevant to the job.

If you would like further information on what you should and should not ask in relation to health, see the Equality and Human Rights Commission guidance at, www.equalityhumanrights.com/en/publication-download/pre-employment-health-questions-guidance-employers-section-60-equality-act-2010.

4. After the interview

- Keep a clear note of your selection decisions.
- Only record what has been said in the interview and how the selection decision was made, **not** unsubstantiated beliefs or thoughts about the candidate.
- Be aware that candidates who later make a complaint to an employment tribunal have the right to ask for copies of any notes made during the interview, and that you may need them for defending any possible discrimination case relating to the process.

5. Using other selection methods

If you are recruiting to a job that needs specific technical skills, it is advisable to ask the candidate to do a practical test to assess those skills. For example if you are appointing a Book Keeper, set a brief test that assesses book keeping skills.