

# Interview Schedule

*Use this template or adapt it to suit your own organisation.*

Position Title: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Interviewer/s: \_\_\_\_\_ Date: \_\_\_\_\_

*Welcome applicant, introduce interviewers, and describe the organisation and position.*

**1. Why are you interested in this job/to volunteer here?**

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**2. What skills and experience can you bring to our programs?**

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**3. Have you read our Child-safe Child-friendly Policy and Code of Conduct? What do you think of it?**

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**4. What would you like to see a child personally achieve from participating in our activities?**

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**5. What ideas or techniques do you use to motivate kids?**

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6. Have you ever been annoyed by a child or young person's behaviour? What did you do about it?

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7. At this organisation we encourage everyone, and especially kids, to speak up if they have an idea or a concern. What do think of this policy and how do you feel it will affect you?

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8. How will you find out from kids if they are enjoying the program activities?

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9. Your co-worker has just strongly disciplined a child for what you believe to be a minor matter. How would you deal with it?

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Other comments:

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◆ **Remember:** there is **NO** reason to know someone's age, marital status, or sexual preference to determine if they can perform the job and whether they may be of harm to children. Questions relating to age, marital status or sexual preference breaches Equal Opportunity law.

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