



## Recruitment Interview Questions

### Chabad Youth

You must at a minimum ask the following as part of the interview process:

- Can you please tell us about your beliefs and values in relation to working with children and young people?
- Can you please tell us about your awareness and understanding of child protection?
- Can you please tell us about your professional experience, competencies and qualifications in relation to working with children and young people?
- Can you please tell us why you left your previous position?

#### **Additional optional questions :**

- What do you find most rewarding about working with children and young people?
- What do you find most challenging about working with children and young people?
- How would you handle a child who is behaving in a manner that is disruptive in a group setting?
- How do you think your peers, supervisors and referees would describe the way you work with children and young people?
- Are there any children whom you would not wish to work with and, if so, why?
- How would you deal with a child or young person who is acting aggressively?
- Have you ever lost your temper working with children or young people? What was the trigger for this? What was the outcome?
- How would you respond to a child or young person who disclosed they were being subjected to abuse?
- A parent of a child attending your service wants someone from the organisation to care for their child out of hours. What would be your response to this request?
- What would you do if you thought another staff member or volunteer was harming a child or young person?

#### **Chabad Youth**

1 A'beckett Street East S. Kilda 3183  
 Ph: 9522 8274 Fax: 9522 8255  
 Email: info@chabadyouth.org  
 Web: www.chabadyouth.org





- What would you do if you thought a child or young person was being abused at home?
- Can you tell us about children or young people you have found challenging to work with? What strategies do you use to handle challenging behaviour?
- How would you handle a child who appears sad and refuses to participate in activities?
- Have you ever had any disciplinary action taken against you in relation to your working with children and young people?

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# Recruitment Interview Template

The interview panel should prepare this pro-forma to suit the position that has been advertised. Questions marked with a “\*\*” are mandatory when recruiting individuals for a position which works with children, and their answers must be recorded on this form.

<b>**NAME OF APPLICANT:</b>			
<b>**DATE:</b>		<b>TIME:</b>	
<b>**INTERVIEWERS:</b> <i>(minimum 2 persons)</i>			
<b>**NOTES MADE BY:</b>			

## 1. INTRODUCTION & WELCOME

*Here you may like to introduce the interviewers, and provide an overview of the vacant position and its key responsibilities and expectations. You may also like to explain the structure of the organisation and how their potential role fits into the structure.*

## 2. INTERVIEW QUESTIONS

*Types of questions may be:*

### MOTIVATION & EXPECTATIONS

Tell us a little bit about yourself and why you applied for this position?

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Q. What do you know about our organisation?

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Q. What kind of skills, knowledge and experience can you bring to this role?

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### PAST EXPERIENCES / POSITIONS

Q. Can you tell us how your past experience equips you to do this job? *(Suggestion: use the resume to confirm details for each position including dates of employment, position responsibilities, relevant skills and reasons for leaving each position. Ensure to take note of any anomalies in the applicant’s resume that they are unable to account for).*

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**\*\*Can you please tell us why you left your previous position? *NB: This is a mandatory safeguarding question***

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**\*\*SAFEGUARDING-RELATED**

*Here we encourage you to inform the applicant that your organisation is a safeguarding organisation, which may be introduced as:*

*“Our organisation is committed to being an organisation which safeguards children and young people from abuse and neglect by our staff or volunteers. We undertake a number of activities and steps to achieve this, including a thorough screening process to try to prevent inappropriate individuals from joining the organisation. As a part of this, we’d like to ask you a few questions which consider your appropriateness to work with children and young people”*

**\*\*Can you please tell us about your beliefs and values in relation to working with children and young people? *NB: This is a mandatory safeguarding question***

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**\*\*Can you please tell us about your awareness and understanding of child protection? *NB: This is a mandatory safeguarding question***

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**\*\*Can you please tell us about your professional experience, competencies and qualifications in relation to working with children and young people? *NB: This is a mandatory safeguarding question***

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**TECHNICAL AND BEHAVIOURAL QUESTIONS RELATING TO THE ROLE**

*Here you may wish to ask further technical or behavioural questions relating to the applicant's capacity to fulfil the role. If the role involves working with children and/or young people, then further questions (such as those from the list below) are recommended to be asked about how they relate to children and/or young people.*

Questions	Notes
Can you tell us about your experience in relation to working with children and young people?	
What do you find most rewarding about working with children and young people?	
What do you find most challenging about working with children and young people?	
How would you handle a child who is behaving in a manner that is disruptive in a group setting?	
How do you think your peers, supervisors and referees would describe the way you work with children and young people?	

**3. REFEREES**

*If asking for referee details, ensure to take their name, contact details, and relationship with the applicant. Please note that for positions working with children, there must be two professional referees, and they must have direct knowledge of the applicant's suitability to work with children / young people.*

**4. QUESTIONS FROM THE APPLICANT**

*You may have other questions for the applicant, such as in relation to:  
 Availability/Start date  
 Salary Expectations  
 Any other questions they have*

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**5. END THE INTERVIEW**

*Lastly, you may like to explain to the applicant when and how they will be notified of the outcome of the interview.*





**\*\*6. INTERVIEWER'S NOTES / RECOMMENDATIONS**

*Ensure to have a place for noting in writing general comments, including any concerns or issues with the applicant. It is important to note these to ensure that anyone else who may get involved in the process is aware of them and can take them into consideration. In particular, concerns about the applicant may also be reason for discontinuing the applicant from being considered, something that needs to be followed up with the applicant, or something to be followed up through a reference or other screening checks.*