



Screening Interview

Name of Candidate: _____

Date of meeting: _____

Ministry Position: _____

1. This should be done one-on-one or with a group if it is a large parish. An Information and Screening Form must be provided to the volunteer. This is done before the volunteer begin his service. If a parish is hiring a new staff member working with children, confirmation of position must be made subject to the screening process.
2. Introduction:
 - Introduce yourself and your role as Parish Screening Coordinator; they should know what the professional standards of employee and volunteer behaviour is, and who to contact if there are concerns with inappropriate conduct and risky behaviour of employees, volunteers and parishioners.
 - Introduce any other panel member in attendance (e.g. specific Ministry Coordinator)
 - Provide a brief overview of the position. Determine if high or low risk position depending on job description which must be provided. Please contact the Safe Environment Office for job descriptions.
3. Getting to know volunteer/employee questions:

Please note: informal questions asked should be related to assessing the suitability of the candidate to work with minors/vulnerable adults.

 - What do you like most about this role you are taking on?
 - Have you had previous experience working with children, youth or vulnerable adults?
 - Any other appropriate questions (applicable to screening)
4. References must be done if employee/volunteer is in a high risk position.



- Confirm the candidate's reference contact information
- Inform them that if references cannot be reached within a week, new references must be provided.

- Clarify the reference's relationship to the candidate:

For example, is he or she a 'professional reference' meaning the candidate has held a paid or volunteer role with his/her organization, and if is he or she the direct supervisor;

If not a 'professional reference', a person who can speak to the person's suitability and character could be a parishioner eg. parents of a child you have taught PREP to previously, but not the ministry coordinator where the volunteer will assist in. Please read the document 'References' as to who are suitable references.

5. Explain what the Safe Environment Policy is about. Give them the link for reference: www.rcav.org/safe-environment . Provide a copy of the Code of Conduct and go through the Code of Conduct line by line. If candidate is agreeable to the terms and understands the boundaries, he/she signs the Code of Conduct.
6. Please provide the specific the Ministry of Justice Criminal Review Records Program online web link and access code to volunteers applying for a Police Record Check(PRC). For employees, please provide the applicable Consent Forms for a PRC through Sterling BackCheck.
7. Ask the candidate if they have any questions or require clarification.
8. Advise the candidate as to when the ministry coordinator will contact the candidate to confirm his application, which is after the PSC is satisfied with the suitability of the candidate and after receiving the police clearance.
9. Remind the volunteer who he reports to and that supervision and that monitoring by the coordinators is an important component of ministry. There should also be periodic evaluation by the coordinator. Any feedback on safe environment will be welcome and should be directed to the PSC, who should provide the volunteer with her/his contact information.