

JOB SEARCH SUCCESS: INTERVIEWING FOR STAFF CHAPLAINS

Presented by

Richard Thorne, Certified Career Management Coach

www.thorneconsulting.com

404-873-3775

On behalf the ACPE Academy



WELCOME AND INTRODUCTION

Interviewing:

Telephone, Skype and Face to Face for those looking for positions as staff chaplains



A QUICK REVIEW



BEST WAYS TO APPLY

- Networking
- Applying Directly
- Information Interview



TYPES OF INTERVIEWS: TELEPHONE

- ❑ Know your audience (research)
- ❑ Be aware of your voice – it's your energy, your personality
- ❑ For more aliveness, stand up
- ❑ Have materials out for easy reference
- ❑ Have questions prepared
- ❑ Close it – be gracious, interested and ask, "What's next?"
- ❑ Some Don'ts – Don't rush (schedule time); don't talk while driving; avoid slang; don't eat, drink, etc.



TYPES OF INTERVIEWS: SKYPE/VIDEO/FACETIME



- ❖ Remember that they can see you (e.g. dress appropriately, have the surroundings cleaned up and well lighted)
- ❖ Be comfortable with the technology (e.g. practice and then practice some more)
- ❖ Typically more in depth than a telephone interview
- ❖ Hold your focus (e.g. make eye contact)

TYPES OF INTERVIEWS: FACE TO FACE

- Preparation
- Appearance (#1 reason people are not hired)
- Research (agenda, background, review website, etc.)
- Replay prior interviews in your head
- May ask the hiring manager what the interview is likely to focus on
- Think through responses to possible questions
- Prepare questions that you'll ask (Funnel – OEM)
- Have extra copies of resume, references, etc.



EXAMPLES OF INTERVIEW QUESTIONS

- Tell me (us) about yourself?
- If you were me, why would you hire yourself?
- Describe for me what your “typical” day is currently?
- What motivates you do your best work?
- What was it that caused you to choose a career in chaplaincy?
- What’s your availability (start and/or schedule)?
- What is your salary expectation?
- What’s the most difficult challenge you’ve faced as a chaplain?
- What is about us and this opportunity that interests you?

QUESTIONS TO ASK AT AN INTERVIEW

OPPORTUNITY

- ❖ What are the day to day responsibilities (duties or tasks) I'll be doing?
- ❖ What are the qualities you're looking for in the person you want to hire?
- ❖ What major concerns will need to be immediately addressed?
- ❖ If I get the job, how do I earn a "gold star?"
- ❖ Is there anything you've seen in other candidates that you're seriously considering that you've not seen in me?

QUESTIONS TO ASK AT AN INTERVIEW

EMPLOYER

- What are the department's goals for the next year?
- What are the organization's goals for the next two to three years and, how does this department fit in?
- How would you describe the organization's view of the department?
- What are a couple misconceptions the people have about the organization (department)?
- What types of people are successful here? What types of people are not?
- What opportunities for professional growth and development does the organization offer?

QUESTIONS TO ASK AT AN INTERVIEW

MANAGER

- How flexible (tolerant) are you when it comes to my making mistakes?
- What's the biggest change your department has gone through in the last year?
- What might I do in my job to make you look better/make your job a little easier?

CLOSING QUESTION

ALWAYS ASK A CLOSING QUESTION!!

POST INTERVIEW FOLLOW UP



- ✓ Thank you note(s) – 3-5 sentences; keep it simple (greeting, introduction, purpose) and gracious
- ✓ I really enjoyed meeting with you today and am very excited about the opportunity you have available. I'm looking forward to our next conversation. Thank you so much. (w/in 24 hrs.)
- ✓ Keep your commitments

POST INTERVIEW FOLLOW UP

REMAIN PLEASINGLY PERSISTENT

- I wanted to thank you again for our meeting last week, and to express my on-going interest in this position. (5 days after the first note and mailed)
- I wanted to touch base and make sure you had all the information you need from me as you decide who will be moving to the next round of interviews (or, receiving an offer). I remain very interested in the position and would welcome an opportunity to share more of what I could contribute to the department. (make this telephone call within 2 -3 days of the last email)
- Just a quick call to follow-up on the interview I had __ days ago for the staff chaplain position. I remain very interested in the position, but am a little concerned that I may no longer be available to accept your offer of employment (second interview). You may reach me at _____. (a follow-up call/message, placed 5 -7 days after the previous call)
- I wanted to reconnect with you regarding the staff chaplain position that I interviewed for a couple weeks ago. I'm still very interested but, since our attempts to reconnect have so far been unsuccessful, I've had to focus my attention on opportunities with other employers. At this point, I'll stop following up. Please, don't hesitate to call me, if you'd like to make me an offer (Bring me in for another interview) otherwise, I'll follow-up to let you know where I've landed. (the take away – make the call 5 – 7 days after the prior call)

Q & A

Contact Information

Richard Thorne, Certified Career Management Coach

www.thorneconsulting.com

404-873-3775