



Child & Youth Risk Management Strategy

Interview Questions & Reference Check – Fact Sheet

An interview gives you the opportunity to explore applicants' backgrounds, work history, skills and values, and evaluate their suitability to work with children and young people. During the interview process, asking appropriate and informative questions can help you select the most appropriate person for the role. The responses provided by the applicant give you an opportunity to consider how well they will uphold your organisation's values, including your statement of commitment. You should ask a number of questions that explore the candidate's capacity to contribute to your organisation's safe and supportive environment. Consider using a combination of question types, including:

- scenario-type questions that explore how an applicant might behave in employment-related situations
- open-ended questions that allow the applicant to provide detailed answers, and
- probing questions which ask applicants to elaborate on the answers that they have provided to previously asked questions.

As an employer with a responsibility to provide a safe and supportive organisation for children and young people, you have the right to question any inconsistencies in a person's work history. It might be useful to develop a checklist including questions for prospective volunteers, staff, committee members who will be involved with junior & youth activities. Refer to the *Interview Questions Form*.

These are some questions that might help you determine a candidate's suitability for working with children.

1. What motivated you to apply for this job/to volunteer here?
2. What skills and experience can you bring to our programs/club?
3. Have you read our Member Safety & Wellbeing Policy and Codes of Conduct? What do you think of them?
4. What would you like to see a child personally achieve from participating in our activities?
5. What techniques do you use to motivate children/youth?
6. Have you ever worked with a child/youth that really got on your nerves? What did you do about it?
7. At this organisation we encourage everyone, and especially children/youth, to speak up if they have an idea or concern. What do you think of this policy and how do you feel it will affect you?
8. How will you find out from children/youth whether, or not, they are enjoying your program activities?
9. Your co-worker has just given a child what you feel is a stiff punishment for what you believe to be a minor matter. How would you deal with it?

◇ **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 breach Equal Opportunity law.



Child & Youth Risk Management Strategy

Reference checks

Checking referee reports can be a vital part of any selection process. Referee checks allow you to confirm the applicant's work experience and suitability for the position and verify information provided by an applicant in their application and during an interview.

It might be useful to develop a checklist including questions for referees. Refer to the *Reference Check Form*.

Useful questions for a referee might include:

- | |
|--|
| 1. Would you employ the person again? |
| 2. Have you directly supervised the applicant and directly observed their work with children? |
| 3. Do you have any concerns about the applicant working directly with children? |
| 4. Can you give an example of a time when you observed the applicant managing a child with challenging behaviours? |

If an applicant has provided a written reference from a referee, confirm it is authentic by contacting the referee.