

# Appendix 10:

# Interview tips and questions

## Interview tips

The process of selecting a team member is one of the most important factors of a successful Global Village team. Although the decision to accept a candidate rests with the team leader, your perspective should be to include rather than exclude participants requesting to join your team. In the same way the Habitat mission reaches out to embrace those in need, so, too, should you try to reach out and embrace those who seek to assist you in the Global Village mission.

- Interview each applicant individually. If a couple, family or friends apply together, make sure you talk with each applicant.
- Ask questions in a confident manner. Tell the applicant what your thoughts are concerning particular issues. Always explain any expectations you might have for a participant.
- Let the applicant interview you. Give him or her the opportunity to own the choice of becoming a member of the team you're leading.
- Throughout your interview, emphasize the importance of team participation. Remind the applicant that he or she will be required to participate in each group activity, barring any illness or emergency.
- Be up front about morning and evening devotions and reflection time. You might have an applicant who isn't familiar with Habitat's Christian principles. Don't wait until you arrive in country to reveal this information to them.
- Interview as many applicants as possible. Give yourself the benefit of a wide pool by taking each application into consideration.
- You are not required to make a decision on the phone after the first phone call. However, some team leaders do extend an invitation during this conversation. If you are not comfortable making a decision after the first phone call, politely tell the applicant that you are committed to interviewing all applicants and you will make your decision by a certain date. Then make your decisions by your specified date, while keeping in mind that those applicants whom you don't select might want to re-enter the process of being selected for a team.

Please look over the included interview as a resource for questions you might find appropriate to ask your prospective team member.

## Sample interview questions

- How familiar are you with Habitat's mission and background? Are you aware of its Christian foundation?
- Have you been involved with Habitat previously?
- Tell me about your previous travel experience. Have you ever been to (host country) before?
- What would you most like to get out of this experience?
- What is your biggest fear about this trip?
- Do you have any foreign language skills?
- How do you relate to people of different age (generation) groups than your own?
- How do you keep spiritually, mentally and physically centered?

- How do you feel about having little privacy or personal space?
- Why do you think you will be an asset to this team?
- How do you feel about having daily group meetings/reflections/devotions?
- Do you have any diet restrictions or health conditions that I need to know about?
- Do you have any questions for or about me?