## Recruitment Interview Questions

[The following is a list of sample interview questions for applicants for staff and volunteers. To develop a complete interview template, you need to add questions that address other areas relevant to the role and duties for which you are recruiting (an example of this is provided in the latter part of this document).]

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** [You may wish to use these when the position being recruited works predominantly with children or 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?
* 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?
* 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?

## Recruitment Advertising Statements

[Sample statement that could be used where space is not at a premium, such as in promotional material or on a website. Note this needs to reflect any jurisdictional requirements where the job ad is being posted.]

[x insert name of organisation x] is committed to protecting children and young people from harm. We require all applicants who are to work with children and young people to undergo an extensive screening process prior to appointment, a process that may include, but is not limited to, comprehensive reference checks, an identity check, a ‘working with children’ or equivalent check and/or a ‘national criminal history record’ check.

[Sample statements for use where space is at a premium, such as in job advertisements or on stationery.]

Employment in this position is subject to a satisfactory criminal history record check.

The successful applicant is required to possess a valid ‘working with children’ check.

It is an offence in this state for a person convicted of a serious sex offence to apply for this position. Relevant screening will be conducted.

Our organisation is committed to protecting children and young people.

Our organisation has extensive protocols and procedures to protect children and young people in its care.