

Creating an Interview Committee

The Interview Committee:

- When filling an exempt position, or a high ranked position, there are many stakeholders with valuable opinions that you will need to take into consideration. When forming your committee, try to find representatives from each of these stakeholder groups (from upper management, to day-to-day operations.)
- The size of your selection committee will depend on the position and the size of the parish. However, it should consist of no less than three and a no more than six people.
- All members should have some knowledge or association with the position.
- At least one member of the committee should be a member of the parish staff.
- The pastoral leader of the location.
- A representative from the pastoral council, finance council, or other consultative group.
- Parishioners or clients to be served by the position (e.g., youth in the hiring of a pastoral assistant for youth ministry).
- Staff member from another parish in a parallel position.

Duties of the Interview Committee:

- Attend all scheduled meetings and review materials prior to meetings.
- Screen applicants.
- Participate in the interview process.
- Attend all scheduled meetings and review material.
- After all interviews have been conducted, the committee should provide unranked or ranked list of top candidates.
- Provide assessment of candidates' strengths/weaknesses.
- Recommend top choice.
- Agree on method of decision making (consensus, majority vote, chair.)

A committee is not necessary for hiring non-exempt positions such as a parish secretary, bookkeeper, janitor or custodian. The supervisor of the position, appropriate parish staff, and/or the pastoral leader would be the only participants necessary for screening and interviewing.

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