

Appendix N

On-Site Visits

The following resources are provided to assist with the on-site visits of potential candidates.

On-Site Interview Questions

Once again, the call committee identifies the questions you would like to ask during the onsite interview (questions from the phone interview may be re-asked). List them below for use during the actual interviews. Score each candidate's response.

Score each item 1-5 1 = weak – 5 = strong	Name	Name	Name	Name	Name
Question # 1					
Question # 2					
Question # 3					
Question # 4					
Question # 5					
Question # 6					
Question # 7					
Other Interactions					
Other Observations					
Wild Card – Gut Feeling (1-10 points)					
Total					

Debriefing the On-site Visit

The call committee can discuss the following questions as they debrief the on-site visit:

Regarding the Candidate On-site Interviews

1. The lasting impression of the candidate.
2. Any surprises? Either good or bad?
3. Any new strengths that the candidate could bring to the position?
4. How did you rank this candidate?

Regarding the Process used by the Search Committee

1. What went well?
2. What should we do differently next time?
3. Did the interview seem to have a “good flow” to it?
4. Did the questions surface all the information we needed?
5. Was the search committee interview too long? Too short?
6. How did our schedule work out? Everyone got to spend sufficient time with the candidate?
7. Did everyone understand their role in the process?
8. Is there anything that would disqualify any candidate from being considered?
9. When will the search committee gather to decide which candidates will be recommended to the congregation?