

ST. JAMES LUTHERAN CHURCH
GETTYSBURG, PENNSYLVANIA

Number 5.31
Subject Staff Interviews
Effective Date 9/16/00
Revised 4/13/2010
Committee Personnel

Appendices/Annual Personnel Committee Staff Interviews

After discussing the purpose of the Personnel Committee Staff Interviews and thanking the staff member for their contributions and efforts to the ministry of St. James, what follows are the questions for use during the interview:

Accomplishment/Goals

1. What do you feel your 3 or 4 major accomplishments for the past year are?
2. What are the 3 or 4 major goals you have for yourself this year?

Workload

1. How do you feel about your present workload and working conditions?
2. What suggestions, if any, to improve/change workload or conditions?

Job Duties

1. How well does the job description reflect your responsibilities?
2. How do you understand what is expected of you?
3. How satisfied are you with your job?

Extremely Unsatisfied Satisfied Extremely Satisfied
1 2 3 4 5

- a. What parts of the job do you like best? Least?
- b. Is there anything you would like to change?

Compensation

1. Do you have any questions, concerns, comments, or suggestions regarding your salary?
2. Do you have any questions, concerns, comments, or suggestions regarding your benefits?

Organization

1. Church Staff
 - a. What does the staff as a group do well?
 - b. How could the group improve?
2. Programs
 - a. What suggestions, if any, do you have to improve current programs or implement new programs at St James.

Any other questions, concerns, or suggestions you would like to discuss?