

Recruitment Guide



SAMPLE INTERVIEW QUESTIONS

Personal

- Tell me about yourself
- Why do you want to join our campus club? What motivated you to apply for this position, and what makes you a good fit for the role?
- How did you hear about this opportunity?
What do you know about World Vision Canada?
- What are your three greatest strengths and weaknesses?
- How would your peers describe you?
- What are your other commitments for this academic year?
What other clubs are you a member of?

Leadership

- What have you done that shows initiative?
What did you learn from that experience?
- Describe a situation in which you were the leader and what you learnt from the experience.
- If you were given this position, what opportunities would you like to have, and what impact would you like to make?

Teamwork and collaboration

- Describe your style of communicating and interacting with others. Give an example of a situation in which you had to utilize effective interpersonal skills.
- Describe a situation in which you have worked with a diverse group of people. What did you learn from that situation?

Problem solving and conflict resolution

- Can you share an example of when you creatively overcame an obstacle?
- How do you work under pressure? Give an example.
- Describe a conflict that has arisen in a job, volunteer experience, etc, and how you dealt with it.

Professionalism

- How do you manage your time when you have competing priorities (e.g school, extracurriculars, work, family)?
- Describe a situation in which you were dependable and one in which you were not as dependable as you would have liked.

SAMPLE INTERVIEW EVALUATION RUBRIC

APPLICANT NAME:

	1	2	3	4	5
Leadership	Little to no discussion of leadership skills	Discussed leadership skills without supporting experiences	Showed some leadership skills and experiences	Showed good leadership through past experiences	Showed excellent leadership through past experiences
Teamwork	Little to no discussion of teamwork skills	Discussed teamwork skills without supporting experiences	Showed some teamwork skills and experiences	Showed good teamwork through past experiences	Showed excellent teamwork through past experiences
Professionalism (e.g time management, accountability, communication)	Little to no mention of professionalism skills	Discussed professionalism without supporting experiences	Showed some evidence of professionalism through experiences	Showed good professionalism through past experiences	Showed excellent professionalism through past experiences
Interest	Demonstrated little to no interest or knowledge about WVC	Demonstrated interest and some knowledge about WVC's mission	Showed interest and has done research on WVC's mission and programs	Passionate about the cause and has extensive knowledge about WVC	Has shown both passion and commitment to joining with extensive knowledge about WVC

Comments / Concerns:

Applicant Acceptance: YES / NO / POTENTIAL

EMAIL RESPONSE TEMPLATES

Invite to interview email

Dear [Applicant Name],

Thank you for your interest and application to join the World Vision Canada [Chapter Name]. We were impressed by your application and are pleased to inform you that you have been selected for an interview for the [insert role]!

The interview will take place in [add location] on [add date]. Please reply with your availability for an interview in the following week.

The interview will last for [one hour], and we will confirm your exact interview time in subsequent emails. Please reply to this email with your availability by [the end of the week] to continue to the interview stage.

If you have any other questions, please don't hesitate to reach out to us!

Best Regards,
[Sign Off]

Acceptance email

Dear [Applicant Name],

Congratulations! We are excited to let you know that you have been offered the position of [insert position] in the WVC [Chapter name] team. Your application and interview have shown that you are a good fit for the team, and we are looking forward to working with you!

Kindly reply to this email by [Insert Date] to confirm your acceptance of this offer, and we will share onboarding details and the time for our first meeting in subsequent emails.

Best Regards,
[Sign Off]

Rejection email

Dear [Applicant Name],

Thank you so much for your interest in taking the time to apply to World Vision Canada [Chapter Name]. This year, we received applications from many qualified individuals. Unfortunately, we cannot offer you a spot on our executive team at the moment.

If you are interested in staying involved as a general member, you can [follow us on our social media accounts and sign up for our newsletter] to stay updated about club events and future opportunities.

We wish you all the best and hope to stay connected!

Sincerely,
[Sign Off]