

## APPENDIX B to Guiding Pathway Students (GPS)

### Bay of Quinte Conference The United Church of Canada Candidacy Pathways Pilot

#### Interview Support Person Guidelines

##### Role

The role of the interview support person is:

- To be a calming presence for the interview;
- During the interview, to be a silent observer, listening in a neutral manner, speaking only if it is perceived that an inappropriate question has been asked or that something has been triggered that requires the interviewee to need a break;
- After the interview, to attest as to whether the interviewee's responses were typical;
- After the interview, to reflect back to the interviewee to assist understanding of what has been said.
  
- The support person is **not** to provide assistance with answers or clarification of questions or answers.
- The support person is **not** to provide positive or negative feedback to the interviewee's answers during the interview.

##### Confidentiality

The support person may speak to the Ministry Vocations Committee and Circle of Accompaniment about process and fairness and will maintain everything else in confidence.

##### Eligibility & Selection

For all Conference Assessment Board (CAB) interviews, including the initial one, the support person:

- Is chosen and appointed by the Ministry Vocations Committee (in consultation with the person being interviewed, when possible) of the person's home presbytery (the presbytery of the interviewee's church membership);
- Is normally, but not necessarily, a member of the interviewee's home presbytery, but does not need to be a member of the MVC;
- **Must** be at arm's length from the interviewee and from any other person in the Pathway process; and
- May or may not be a member of the Circle of Accompaniment.

The MVC will often choose the same support person to accompany the person to each interview.

If CAB finds that a support person has not performed the role as outlined, CAB take a range of actions to improve the interview process. Their actions could include requiring that the MVC appoint a different support person for future interviews. (If CAB takes that action, CAB will inform the support person in writing of the action taken, with reasons, and provide a copy to the MVC chair.

This Guideline will go to MVC Chairs and CAB.  
CAB notifies interviewees to contact their MVC Chair  
Who will appoint a support person.  
MVC Chairs will provide this information to interviewees  
And support people prior to CAB interviews.

BQ September 16, 2016, Revision May 2017

## Human Rights Code and Interview Questions:

This excerpt, from the Joint Search Handbook of The United Church of Canada (2007), provides guidelines to support basic human rights. While the excerpt refers to the joint search process, the principles also apply to the Pathways Interview Process.

“The United Church of Canada supports the protection of basic human rights, abolition of discrimination in all its forms, and adherence to legislated provincial/territorial human rights codes.

“Human rights law is based on the principle that employment decisions should be based on the applicant’s ability to do the job rather than on factors that are unrelated to job requirements, qualifications, or performance.

“Prohibited grounds of discrimination in various Canadian jurisdictions include: • race • ancestry • place of origin • citizenship • colour • gender • sexual orientation • family status • disability • age • marital status • political affiliation • record of offences • receipt of public assistance “Advertising, application forms, and interviews must not include any questions that relate directly or indirectly to prohibited grounds of discrimination. Asking questions to solicit information in any of these areas is inappropriate and could be challenged as a violation of human rights.

“Interview questions must not go beyond seeking information related to a person’s suitability for the position. For example, you cannot ask applicants directly or indirectly for their age or place of birth, their marital status, whether they have or are planning to have children, or what their childcare arrangements are.

“Applicants might volunteer some of this information without being asked, but the JSC should not seek further information on the matter or use the information in determining who is the best applicant for the job.

“Every member of the JSC has a responsibility to ensure that no human rights are violated. Challenge one another to be fair and to follow a process that treats all eligible applicants equitably.

~ Handbook for Joint Search Committees (2007), page 22