

What's missing here is any focus on the candidate's Jewish values. There are no questions about the cantor's Jewish background, place in the Reform spectrum, personal level of observance, commitment to social action, stances with regard to mixed marriage, same sex union ceremonies, etc.

Cantor Search Phone Interview

Applicant _____ Date _____

Interviewer _____

Cantor Interview Guides

Interviewers should provide background on Temple – where we were and where we want to go.

CD has been received? _____ Yes _____ NO- Ask for it to be forwarded

Candidate Background:

Current position:

Prior position:

School and other experiences:

Can you related how your previous job experience aids your ability as a Cantor.

Technical skills and knowledge:

Musical Training

1. How would you describe your musical style?

2. Describe for us your breadth of musical experience.

3. How have you used different styles from your main music style?

4. Describe your favorite types of music/instruments and explain why?

5. Have you worked with _____ Choir- Adult _____ Choir – Children _____ Accompanist- Piano _____ Accompanist- Guitar

Worship/Bimah

6. How do you encourage worship participation?

7. Share a favorite 'bimah' moment.

8. What is your experience in managing 'bimah time' with other clergy, week in and week out during services?

9. Have you ever developed and implemented thematic or "Friday Night Live" type of Sabbath services and who shares the bimah during that service?

Counseling/Life Cycle events Describe your current life cycle event responsibilities

10. Please share your perspective and experience with interfaith life cycle events.

11. Describe your pastoral/counseling techniques and experiences.

Teaching Describe how you relate to the children in your congregation. Have you led any youth/children programs? What age groups?

12. Describe how will you handle the B'nai Mitzvah program and share any past experience you have in running such program.

13. Have you developed any retention program to keep students in involved in the temple after their Bar/Bat Mitzvah completion?

14. What other programs have you initiated or developed that you think we would like to know about?

25. What has been the greatest challenge you have faced as a cantor?

26. Why are you pursuing new opportunities?

27. What about Temple _____ interested you in our opening?

28. Is there any thing in the job description and roles and responsibilities of our cantor that you have further questions on?

Adaptability

Maintains effectiveness when experiencing major changes in work tasks or the work environment; adjusts effectively to work within new work structures, processes, or requirements.

Tries to understand changes – Tries to understand changes in work tasks, situations, and environment as well as the logic or basis for change; actively seeks information about new work situations.

Approaches change or newness positively – Treats change and new situations as opportunities for learning or growth; focuses on the beneficial aspects of change; speaks positively about the change to others.

Adjusts to new responsibilities and tasks – Quickly modifies behavior to deal effectively with changes in the work environment; readily tries new approaches appropriate for new or changed situations; does not persist with ineffective behaviors.

1. Relate to me an approach, different from your normal approach, which you took to solve a congregational problem. Why and how did you come up with the approach? What other options did you consider? How did this approach differ from your normal approach?
2. Tell me about a situation in which you had to adjust quickly to a significant change in your organization. How did the change affect you? What did you do?
3. Sometimes in organizations we are faced with situations in which we are uncertain of the scope of our accountability. Have you ever been in that situation? How did you respond to this and what was the outcome?

Acting with Integrity

Maintaining a commitment to honesty; models social, ethical, and organizational values; firmly adhering to codes of conduct and ethical principles.

Demonstrates honesty – Deals with people in an honest and forthright manner; represents information and data accurately and completely.

Maintains confidentiality – Handles confidential information as outlined in the company's Information Security Policy and the Code of Business Conduct; considers the risk to the company before sharing any information.

Assumes responsibility for own behavior – Admits when a mistake is their own; assumes ownership for their own actions.

Takes action based on principles – Fully discloses information when engaging in negotiations and contracts; challenges influential or important people to act on espoused values or principles.

1. Give me an example of a situation in which you took personal responsibility for fulfilling a commitment you made to a congregant or member of the community.
2. Give me an example of what you have done to earn others' trust.
3. Sometimes in organizations we are faced with situations in which we are uncertain of the scope of our accountability. Have you ever been in that situation? How did you respond to this and what was the outcome?

Contributing to Team Success

Actively participating as a committed member of a team and working with other team members to help complete goals and deliverables.

Shares information – Regularly shares information as a team member to keep other team members informed and up to date.

Makes suggestions – Suggests ways of achieving team goals or performing team functions more efficiently and effectively.

Promotes team – Publicly protects the reputation of the team to outsiders; promotes the group; shows personal commitment to the team.

1. Describe a time when you were working with a new group of people. Think about 1-2 of those people. How did you ensure you were effective in your interactions with them?
2. Tell me about a time when you faced conflicting priorities. How did you determine the top priority?
3. Give me an example of a time when you worked with a group/team to determine project responsibilities. What was your role? What process did the group/team use? What difficulties or issues came up?
4. Describe a situation in which you were able to achieve something that others thought could not be done. Why did you believe it could be done? How did you get it accomplished?

Focusing on congregants and the synagogue community

Making the needs of congregants and the synagogue community a primary focus of one's actions; developing and sustaining productive congregant relationships; creating and executing solutions in collaboration with the congregant.

Seeks to understand congregants and the synagogue community –

Actively seeks information to understand congregant's/community's environments, problems, expectations, and needs.

Works collaboratively – Engages in candid dialogue with the community to build rapport and cooperative relationships; makes formal commitment to work together to meet goals and objectives; tests understanding of the congregant's situation by actively listening (e.g., paraphrasing, probing, summarizing, etc.).

Enhances community's capabilities – Presents and shares information that will aid in building our community's capabilities for mutual success.

Takes action to meet congregant/community needs and concerns –

Considers how actions or plans will affect congregants; responds quickly to meet congregant/community needs and resolve problems; avoids over-commitments.

1. What are the most effective techniques you used to help another person develop his or her skills and abilities? Give me an example of a time when you used one of these techniques.
2. What have you done to make your organization's vision and values meaningful to others? Which strategies have worked, and which have not?
3. What are the most successful techniques you've used to gain others' agreement? Describe one or more of those techniques.
4. It's important to understand as much as possible about the congregation and the community. Tell me about an important congregant or group in the congregation and how you learned about their needs and priorities.

Communicating Effectively

Conveying information and ideas in a clear, meaningful, and timely manner; providing information to ensure understanding; solicits input from the audience during the communication.

Organizes the communication – States the purpose and importance of the communication; stresses major points; sequences information.

Holds others' attention – Uses a variety of media and techniques (e.g., the inclusion of analogies, illustrations, body language, voice inflection, etc.) in order to engage the audience.

Adjusts to the audience – Considers the needs, experience, background, culture, and expectations of the audience when developing and delivering a communication.

Listens and ensures own understanding – When receiving communication, asks open-ended questions to seek input from communicator, checks own understanding, and summarizes message in different ways to enhance and ensure own understanding.

Evaluate the candidate's Communication skill, based on observed behavior.

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			Organizes the information
			Maintains audience attention
			Adjusts to the audience
			Ensures understanding
			Delivery – pace, volume, diction, gestures, eye contact
			Comprehends communication from others

Committee Member Scoring Grid

Skill/Knowledge/Competency	Score*	Comment
Musical skill		
Worship/Bimah		
Counseling/Life Cycle Events		
Teaching		
Administrative		
Development		
Acting with integrity		
Contributing to team success		
Adaptability		
Focusing on congregants and the synagogue community		
Communicating Effectively		

Notes:

* Scoring
Void
Gap
Proficient
Competent
Excel