



PHASE 2: THE FORMAL INTERVIEW GUIDE

The Ultimate Guide to Providing a Formal Field
Staff Interview and Hiring Experience

2024 EDITION

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Introduction

You are likely aware of the three phases of mobilizing a new field staff:

1. Recruit Candidates
2. Position Applicants
3. Launch New Staff

This Phase 2 interview guide provides field leaders and supervisors with the needed resources to set up and facilitate a formal interview once an application has been submitted and references have been received. It also clarifies how to move toward hiring and onboarding after the interview.

In the Helpful Links section we have also included some notes to help you facilitate an initial Screening Call with a potential candidate who has completed a Staff Interest Form. The Screening Call takes place with someone you don't know well and gives you a sense of whether or not you want to provide someone with an application or if you should take additional steps to help them explore serving as a Navigator Field Staff.

In this packet, we've included:

- The practical how-tos.
- Some of the whys.
- The iterative learning we've acquired while developing and executing this interview process.

We recommend reading the packet all the way through once for context and then saving it as a reference guide. If you want to get started quickly, you can jump to the Quick Start Guide.

Benefits of a Formal Interview

A Professional Interview for Field Staff Applicants:

- Provides a consistent interview experience for candidates joining The Navigators outside of one of EDGE, iEDGE, or WM staff hiring processes.
- Facilitates the opportunity for one or more field leaders (Divisional Director, Regional Director, potential direct supervisor, other staff an applicant may

work with closely) to interact personally with a Field Staff candidate and provide input into a hiring decision.

- Draws a broad understanding of a candidate, including personal history and family, walk with God, education, work experience, professional skills, health and effectiveness, disciplinemaking background, leadership experience, and alignment with The Navigators [Calling, Core Values, and Vision](#).
- Asks the question, *"Is this person gifted and called by God to serve as Navigator staff?"*
- Gathers the information needed to make a hiring decision or to determine whether the candidate should not move forward or be offered/invited into a Field Staff contribution with The Navigators.
- Positions an applicant for potential onboarding with clarity on proposed:
 - Mission
 - Supervisor
 - Budget and salary (if applicable)
 - Job description and ministry contribution
 - Start date
 - Staff Launching Expectations & Opportunities (*MPD, Core Training, HR New Employee Onboarding, New Field Staff Conference, etc.*)
- **Professional Interviews for Internal Candidates** (*known by current staff, recent Nav ministry involvement*):
 - Provides a warm welcome to the organization
 - Broadens relationships with Navigator leaders
 - Confirms gifting and calling into a staff contribution
 - Determines or confirms Navigator ministry location and role
- **Professional Interviews for External "free agent" Candidates** (*unknown by current staff beyond acquaintance level, no recent involvement in Navigator ministry, and no previously determined Navigator staff role or contribution*):
 - It creates greater exposure and dialogue around the Navigator Calling, Core Values, and Vision, asking, "Does this candidate's heart and calling align with The Navigators?"
 - Interviewers learn about the candidate's demonstrated initiative in peoples' lives, and their experience with disciplinemaking.

History & Context of Field Staff Interviews

Prior to 2021, The Navigators had specific application, reference, and interview processes for those joining Edge, iEdge, and World Missions (varied in approach and process). However, the consistent application and interview process for someone joining a different mission of The Navigators could have been clearer, especially if

they were joining mid-career. (And, for several years, very few people, internal or external, joined our staff.)

This included:

- There was no publicly available application—nearly all new Navigator staff were internally known. A staff person would usually invite someone to join their team and then contact the Field Support Center, who would then send a mission-specific application.
- The only consistent interview we were aware of was the previous TDC interview/evaluation focused on moral purity and emotional health. Some applicants joined as Nav Associates first, which avoided the pre-hire TDC interview, so in some cases, no interview was conducted. Today, pre-hire consultations for candidates are available upon request and there is intention to develop a post-hire TDC Care Review Consultation.

Today, we have a [general Field Staff application](#) that is publicly available and used by all missions.

joinstaff.navigators.org/apply



Quick Start Guide for Phase Two: Formal Interview

Use this guide to get started quickly and get the basics covered.

As a reminder, we go through three phases when hiring a new staff member. We will cover what you need to know to schedule an interview, how to facilitate a formal interview, and the next steps after the interview.

Here are the steps we take to set up a formal interview:

1. After a [screening call](#), application, and references have been completed, email the applicant to schedule an interview. You can use the email template: [Candidate Scheduling Email - Formal Interview](#).
2. Carefully read through the applicant's Navigator application, references, and resume (if available). If you need access to these documents, email your request to FSC.Personnel@navigators.org.
3. Two to three days *before* the interview
 - a. Send the applicant a customized version of the [Candidate Pre-Interview Reminder—Formal Interview email template](#).
 - i. If you haven't sent the [Navigator Core](#), the [Navigator Statement of Faith](#), and the [Navigator Code of Conduct](#) yet, include links to these pieces in your pre-interview schedule email.
 - b. Send a customized version of the [Set up Nav Leader to Participate - Formal Interview email template](#).
 - c. Send a confirmation of the scheduled Interview time and place or a Zoom link where you will meet.
4. Facilitate the formal interview using the [Formal Interview Guide template](#) and add notes from your conversation.
5. One to two days *after* the interview
 - a. Communicate with the interview team to get a sense of direction on the next steps for the candidate.
 - b. Email the candidate using the [Post Interview Good Fit email template](#) and customize it.

Collaborative Discernment / Mission Supervisor Interview

After the interview, the interviewers agree on the next steps needed. These next steps should all be completed in a few weeks or less. They may include: an onsite visit, more conversations, meeting some other specific staff, time for prayer and reflection.

Field Support Center - hiring process

If you plan to hire a candidate, contact FSC.Personnel@navigators.org, who can help you begin onboarding.

Onboarding Pathway: The Overview of the Three-phase Process

Three Phase Field Staff Onboarding Pathway



Over the years, The Field Staff Recruiting and Mobilization team developed this three-phase process to recruit, interview and launch new field staff candidates into ministry. We designed this process to be intentional while allowing time for the candidate and Navigator leaders to discern if joining Navigator staff is the right fit.

While this process outlines how we recruit and mobilize staff at the centralized level, we recommend using a framework close to this in your ministry context.

The journey to joining staff includes three phases: Phase 1: Explore, Phase 2: Interview, and Phase 3: Launch.

Below is a summary of the journey.

Phase 1: Recruit Candidates (Explore)

A potential first step for a prospective staff candidate might be to have them

submit a [staff interest form](#) found at [joinstaff.navigators.org](#). This form is for people considering serving as Field Staff who raise personal financial support to provide for their salary and benefits, and for those considering Navigator Associate roles.

After submitting a staff interest form, we recommend prospective candidates explore our resources at [joinstaff.navigators.org](#) and review our mission and values at [navigators.org](#).

The interest form from those Candidates who appear to be qualified, will be emailed to appropriate leaders in the Mission(s) in which they are interested. (Many interest forms do not come from qualified candidates and we do not pass those forms on.) The mission leader/recruiter then decides if they want to get to know the potential applicant a bit more by:

- Inviting the person to have a pre-interview conversation (Screening Call) to determine if they should consider this person as a potential Navigator staff.
- Inviting the contact to apply, sending them a brief email and the application link: [joinstaff.navigators.org/apply](#)

Phase 2: Position Applicants (Formal Interview)

After receiving their application, our Field Support Center (FSC) will send the candidate instructions on completing their references. Once the references have been received, a [formal interview](#) may be scheduled.

Phase 3: Launch New Staff

Once hired and onboarded, we put our new Field Staff on the fast track to fundraising with training and support from The Navigators [Ministry Partner Development Team](#). All new staff also attend a virtual New Field Staff Onboarding, where they learn the ins and outs of being a Navigator employee.

We also offer self-paced Navigator Core Training, which walks through the [“Five Traits of a Disciplemaker”](#) and Navigator 101.



We invite all new Field Staff to come together at the New Field Staff Conference. It's an opportunity to:

- Be inspired to live out The Navigators' calling, core values, and vision
- Build relationships with other new staff and Navigator leaders
- Learn about The Navigators' heritage while enjoying the beautiful Glen Eyrie property



The Phase II Process



Formal Interview: Preparing to Facilitate a Professional Interview for Field Staff Applicant

Now that we've provided an overview of the three-phase process, we want to walk you through how to interview a candidate, reach a hiring decision, and initiate the onboarding process which happens in phase two.

As a reminder, we want to provide candidates with a professional experience, which includes a formal interview. By providing this level of service, we honor the candidate well. An adept interview will also allow us to learn more about their story, work and ministry experience, and strengths and giftings. It's also an opportunity to share next steps and answer any questions a candidate may have.

Here are the steps we take throughout phase two:

1. Email the applicant to schedule an interview. Use the email template: [Candidate Scheduling Email-Formal Interview](#).
2. Click on this link to save a copy to your files or copy the template from the Addendum ([Formal Interview Facilitators Guide - with Questions Template](#)) with the applicant's name and interview date.
3. Carefully read through the applicant's Navigator application, references, and resume (if available). If you need access to these documents, email FSC.Personnel@navigators.org.

As you read, look for:

- Are there any Gospel threads and stories of personal transformation (or lack thereof)?
- How do they describe their personal walk with God?
- Natural ministry activity: How are they moving toward lost people and young believers with initiative? Are people attracted to and drawn into their influence and following their leadership?
- What streams of the body of Christ have their primary formation and development come through? What might have been the strengths or gaps of these environments?
- What is their discipling background and experience? Do they have current Navigator relationships and networks? (Might want to ask about a time they helped lead someone to Christ and discipled them to become a Christ-follower.)
- What you can discern about their life decision-making patterns around:
 - Job/career
 - Financial stewardship (cash flow, savings, and investments)
 - Spiritual communities (churches/local fellowships)
 - Housing and moves
 - Relational networks (family and friends, immediate and extended family relationships)
- Personal or family health challenges or areas of brokenness that might hinder their ability to serve as Navigator staff.
- What is remarkable or even seems a little off about their story and journey that you'd like to further learn about?



4. Using the information gleaned from the application, references, and resume, customize the interview form to prioritize questions (there are more questions than you will have time to ask) and add potential follow-up questions.

- Bonus tip: Note any especially encouraging comments from references that you can use to affirm the applicant during the interview.

5. Two to three days **before** the interview

1. Send the applicant a customized version of the [Candidate Pre-Interview Reminder-Formal Interview email template](#) and include a link to the

[Navigator Core](#), the [Navigator Statement of Faith](#), and the [Navigator Code of Conduct](#).

2. Send a customized version of the [Set up Nav Leader to Participate—Formal Interview email template](#) to all staff who will be participating in the interview, inviting them to be actively engaged, ask questions during the interview, etc. Depending on the candidate's location, this might include a division director, area or city lead, and ministry lead(s) (if applicable).
3. Send a confirmation email of the scheduled interview time and place or Zoom or Microsoft Teams link.

6. One to two days **after** the interview

1. Communicate with the interview team to get a sense of direction on the next steps for the candidate.
2. It's critical that we send an email response to our interview with the candidate to keep them aware of our own discernment process.
3. Use the [Post Interview—Good Fit email template](#) and customize it for the candidate and the interview team based on the interview.

Collaborative Discernment / Mission Supervisor Interview

After the interview, the interviewers agree on the next steps needed. These next steps should all be completed in a few weeks or less. They may include an onsite visit, more conversations, meeting some other specific staff, and time for prayer and reflection. During this time, the following is decided:

- ☐ Which mission the candidate will join
- ☐ Who their supervisor will be
- ☐ The location where they will serve
- ☐ What their contribution will be ([job/role description & responsibilities](#))
- ☐ The training needs and opportunities
- ☐ Their job profile/staff designation (ex. EDGE/SIT/Mission Staff/Nav Rep, etc.)
- ☐ Their transitioning to staff timing
- ☐ Discuss salary and draft their support budget ([recruiting budget calculator](#))
- ☐ Their MPD Solution
- ☐ Candidate reviews expectations and signs job description after being offered a position

- ❑ Discuss their desired transition timing & start date

Field Support Center - hiring process

If you plan to hire a candidate, contact FSC.Personnel@navigators.org. They can help you begin the onboarding process.

1. The new staff will receive a standard "Offer Letter" from our Field Support Center (FSC) that they will sign and submit (in Workday).
2. They will undergo a background check (which happens for all new staff).
3. They will receive some onboarding tasks and a Nav ID from FSC.
4. They will be enrolled in our online center for training, called "Learn Upon," and in Navigator Core Training (two years to complete).
5. Shortly after that, someone from Ministry Partner Development (MPD) will reach out to them to help them begin online, on-demand fundraising training.
6. They will also receive an email invitation to an online New Field Staff Orientation event designed to help them understand the details of being a Navigator employee.
7. Of course, their supervisor and team will begin their local versions of onboarding, professional development, and team contributions.

Summary and Conclusion



Providing a candidate with a professional, formal interview is an essential part of the phase two process. Facilitating an opportunity for candidates and staff to learn more about one another allows each party to have all they need for an intentional discernment process.

Now that you know the process, it's time to put it into practice!

In the addendum, we have included all the templates and helpful links we have used to communicate and schedule interviews via email and interview guide templates to facilitate interviews well.

We hope this packet serves you and your ministry well as you recruit new Field Staff.

Addendum

Email and Interview Templates

Communicating with candidates is easy when you keep it simple. Below are the email and interview templates we use to communicate with candidates during the interview process and use during the interview. Feel free to copy and paste these into a document or as a preloaded email signature you can paste into your blank email. We've also provided a link to download a copy of the document to your own files.

Having a Screening Call with a potential candidate

When someone discovers and fills out a [Staff Interest Form](#), the Summer Transitional R&M Team evaluates the quality of the candidate and then forwards the responses or those who appear to be potential Navigator Staff to appropriate Navigator staff. The decision of who should receive the survey responses depends upon the geography and mission of interest the person indicates.

The next step with a person like this is a Screening Call. Click [HERE](#) to copy this template you can edit and use to **set-up** a Screening Call.

Hi **NAME OF MISSION LEADER.**

We recently received the following “interest survey” from **[name of candidate]**, who lives in **[city, state]**. They likely found this interest survey online because they were referred to the form by a Navigator staff member or searched for words like “employment, discipling, discipleship movement, ministry jobs,” and was directed to a Navigators website that included the opportunity to complete an Interest Survey.

I am forwarding it to you because they are in your area, and it is your call as to whether we pursue them.

If you have *any interest* in pursuing them, here are some action steps:

1. **Screening Call:** Either or both of you could have an initial, brief conversation with this prospective candidate. We call this a “screening call” and the purpose is to discern if you want to even consider the possibility of them joining Navigator staff in your city and or region.
 - a. If you would not like to further pursue this prospective candidate, you can respond by saying something like: *“thanks for contacting us but we do not have any opportunities for you.”*
2. **Application:** If you think you should at least consider the opportunity of bringing them onto the staff of The Navigators, you would thank them for their interest and then send a link to the [New Field Staff Application](#).

Once our personnel department receives this, they would move forward in exploring opportunities serving with the Navigators. We can help you with that, as needed.

Let me know if you have any questions about any of this, and also what your desires are regarding this prospective candidate.

With you,

###

Screening Call Template

Here is a template you can use to help you have a profitable Screening Call. Click [HERE](#) to make a copy of this template for your files.

Name: _____

Location: _____

Email: _____

Phone: _____

(Purpose: To initially discern if it could be good for them and good for us if they were to join Navigator staff)

Introduce yourself and briefly explain what this call is about.

An introduction may sound like, "Hello _____, my name is *John* and I am on staff with the Navigators in Iowa serving with Collegiate. We got your interest form and we wanted to schedule an initial screen call with you to learn more about you...I have some questions prepared that I want to ask you. Feel free to ask any questions you have as well. Let's get started!"

Questions to ask

(We recommend including the interest form responses at the top of your screening call template, but you can also have the responses pulled up before the call.)

Ask about "Their Story"

- Testimony, major influences
- How did they meet? Kids and family
- Career
- Education
- Past and current ministry experiences
- Connection to the Navigators (if any)

Dreams and Desires

- Type of ministry (demographic)
- Timing
- Location
- Why the Navigators?
- Describe Staff roles: Full-time Salaried / Part-time Salaried / Associate Staff
- **Open to raising support?**
- Are there other orgs they are looking into?

What other steps can I help you take today?

- Apply?
- Meet a Navigator?
- Other?
- Explain our ongoing role with National Recruiting. Can we check after the next step is taken?

Review Action Steps

Pray

Summary Thoughts and Observations about candidate from Screening Call

Set up Nav Leader to Participate – Formal Interview

This email is helpful when organizing an interview with candidates and additional Navigator leaders. Click [HERE](#) to copy this template to your files.

Hi NAVIGATOR LEADER(S) NAME,

I look forward to interviewing [CANDIDATES NAME] and [SPOUSES NAME] with you tomorrow at _____. We'll use this Zoom link.

[INSERT ZOOM LINK]

Here's a short brief about [CANDIDATE'S NAME]

You should find attached the [CANDIDATE'S NAME] application, resume, and references.

We'll use this linked Interview Template for our time with [CANDIDATE'S NAME]

[INSERT LINK TO CANDIDATE INTERVIEW FORM]

We likely will only ask some of the questions on the template. Still, we always ask the highlighted question, allowing honest self-assessment and self-disclosure about deeper challenges. As we go through this interview, I will also allow each of you to ask some questions on the interview template or your own that you especially want to ask about.

As a reminder, **a formal interview aims to mutually affirm the applicant's character and gifting and their potential to serve as Field Staff with the Navs.** *We will still need to make a hiring decision.*

The interview is scheduled for 75 minutes, and I'll do my best to help us wrap up on time. **Then, if you can stay on for 10 minutes after the interview, I will ask each of you to share if you sense [CANDIDATE NAME] should be offered a Field Staff role with The Navigators and where and how you could imagine fruitful contributions for [him/her].**

Assuming the interview is positive, there will be an opportunity to collaboratively develop potential "offers" of Field Staff roles for him/her/them to consider with you, additional Nav leaders, and before the Lord.

Thank you for joining tomorrow's interview and serving [CANDIDATE NAME] in the staff onboarding process!

Candidate Scheduling Email – Formal Interview

Use this template when it's time to interview a candidate after they have submitted an application and completed their references. When communicating with a candidate, it is important to help candidates familiarize themselves with our core values and statement of faith. While they may seem like a perfect fit, they will only be a good fit for serving with us if they agree with our values and statement of faith.

Click [HERE](#) to save a copy to your files.

Here is a link to our [Statement of Faith, including our Core Values, Calling, and Vision](#).

Hi CANDIDATES NAME,

Thank you for submitting your Navigator staff application! My name is _____, and I serve as [TITLE] for The Navigators.

The next step in the staff onboarding process is a **formal interview**, and I would love to set that up with you in the next week or two.

Would you have 75 – 90 minutes available for an interview during one of the time blocks below? If you can let me know any of these time windows that could work, that will give me greater flexibility to include other Navigator staff interested in hearing your interview.

_____(insert time blocks)_____

Thanks, [CANDIDATE'S NAME]. I look forward to connecting with you soon!

Candidate Pre-Interview Reminder – Formal Interview

Use this email to remind candidates of their interviews. It's important to be as personable as possible while also remaining professional. **Click [HERE](#) to save a copy to your files.**

Hi CANDIDATES NAME,

I look forward to interviewing you on ____ at ____ (time and timezone) and continuing The Navigators Staff onboarding process with you.

Use this Zoom joining information to join the call.

[Link info]

[Navigator Leaders Name, Title, and their role] in onboarding new staff will join us on the interview call.

You will enjoy getting to meet _____ because _____.

Here's what to expect during the interview:

- This time primarily serves you! Please bring your ideas and questions.
- I'll ask you to begin by concisely sharing some of your journey with Christ, including a few of the most influential people & experiences that have shaped who you are today.
- We'll then ask you to process our [Calling, Core Values, and vision statement](#), your convictions and experiences in personal discipling, and how you encourage and equip others to make disciples of Jesus.
- We'll also ask a few other questions, ranging from present life circumstances to gifting and leadership experience to potential transition timing, values, and next steps.
- There will also be an opportunity for you to ask any of us questions.
- Our interview is scheduled for 75 minutes, and I'll do my best to help us finish on time.

Please read through our [Navigators Staff Code of Conduct](#) ahead of our interview and take note of any questions you'd like to ask.

I'll also send a separate calendar invite with the Zoom link. I look forward to connecting with you soon, CANDIDATES NAME.

Post Interview – Good Fit Email Template

After you have facilitated the interview, it is important to follow up with the candidate. You can use this email template after the interview to ensure the Navigator leaders know what the next steps are in the hiring process. **Click [HERE](#) to copy this template to your files.**

Hi, CANDIDATES NAME + SPOUSE NAME,

On behalf of _____ thank you for your time during our interview today. I appreciated meeting you, getting to know you further, and hearing more about your journey, current realities, and future dreams and desires. It is easy to see God's hand in your lives. We trust Him to continue to direct your steps into future ministry together.

As I mentioned, let me encourage you to initiate further conversations with any Navigator leaders you interacted with today or with others.

[List names and contact information]

Here is a proposed timeline for the next steps.

[List next steps and a timeline]

The harvest is plentiful, and the laborers are few. Thank you again for opening your hearts and hands and considering serving as Navigator Staff. Your contribution is needed! In all this, we want you to (and we know you will) follow Him, lean into Him, and believe Him for the best. May this experience bring refreshment and joy as we seek Him together. I'm excited to continue the discernment process with you and will continue to be available to serve you.

Thank you,

[YOUR NAME]

Formal Interview Template

Formal Interview Facilitators Guide - with Questions Template

As we mentioned before, this guide contains the questions we've used to facilitate interviews. There are important questions to ask regarding The Navigators core beliefs, mission, and values we recommend you cover in your interview. There are also many questions that may not be answered. We've provided you with our extensive list of questions. It may not make sense to have all these questions answered. We would recommend you decide which questions to ask based on the application and what you know about the candidate and then go from there. **Click [here](#) to make a copy of this document to save in your files.**

New Field Staff Interview Template

Candidate _____

Role Applying for if known: _____

Interview date _____

Interviewer(s) _____

This time is primarily to serve you and further confirm your direction to serve with the Navigators. We'll likely take an hour or hour 15 together. Any initial questions or discussion points that you want us to be sure we cover or leave time for today?

If there are multiple interviewers, make sure to pause several times throughout the interview to ask for questions or comments.

1. *(If you haven't met before)* **Please concisely share a few of your life story highlights...significant people and events in your journey with Christ.**
2. **Current Life Snapshot:**
 - a. Family -
 - b. Work -
 - c. Church and other ministry -
 - d. Community engagement / responsibilities -

3. Tell me a little more about your walk with Jesus? What's exciting & motivating for you about following Him as His disciple today? (choose a or b)

a. What does an abiding relationship with Jesus look like for you in this season?

i.

b. What has he been teaching you in the past year?

4. Share about your interest in serving as a salaried or associate field staff with The Navigators?

a. What excites you the most about serving with The Navigators as (a Salaried or Associate) Staff?

b. Anything give you hesitation?

Share observations and impressions and questions from Application and References

As you prepare for the interview, note ideas and statements from their application and references that you want to affirm or draw out further. This is a great place to notice and affirm past vocational, educational, and ministry experiences. How could the Lord use the experience they bring to further His Kingdom bless the Navigators?

Observations:

Questions:

5. How would you describe "Disciplemaking"? Share about any key models or instructive experiences.

a. Can you describe a time when you have been involved in personally helping someone become a disciple of Jesus? A disciplemaker?

b. Could you share one or two verses that motivate you as a disciplemaker?

6. Consider our [Calling Statement, and Core Values](#), etc... (send these ahead of time in a reminder email)

- a. What really resonates with your heart?
- b. Anything that gives you pause, or you're unsure about?

Were you able to read through the Navigators Code of Conduct? Was there anything in the Code of Conduct that you are not able to agree to now or sometime in the future?

7. Share about a time you demonstrated leadership skills at work or in ministry.

[Please adjust these questions as needed to best fit the role this person might fill in the Navigators.](#)

- a. What do you think is one of your best or most developed leadership skills?
- b. Share an important leadership lesson you've learned through, either through success or failure.
- c. How would you want to manage a conflict situation within a team you were a part of / leading? What principles would you lean into?

8. Sometimes staff, who because of a past or current life event or experience, may struggle ministering to others in healthy ways. This is an opportunity for honest self-assessment. Is there anything you'd like to share about or think that we should be aware of from your past or present life today, that you sense could hinder your ability to minister to and serve others in healthy ways?

Examples might include things like: addictions, mental health challenges, hidden sin, significant guilt or shame related to past or current negative decisions, significant personal debt, chronic health challenges, estranged family relationships, etc.

- *We're all on a journey toward transformation in Christ. The Navigators is a great place to not only give your life away to others in the mission, but to also personally grow into ever increasing Christlikeness as a part of a ministry family.*

Note: This question was developed in collaboration with the Navigators Train, Develop, Care Team to serve as an appropriate pre-hire question that allows an applicant to self-disclose areas

of struggle or concern that might hinder their ability to serve with the Navigators. It's important to ask this question in each interview.

Quick Hits: Looking for a short phrase or response or ideas

Note: These are light-hearted optional questions that can help you get to know a less familiar candidate better. They are less important than the previous questions if you are short on time.

9. **When you're at your best....what are you doing? (Spiritual gifts / strengths):**
10. **How do you gain other people's trust?**
11. **What traits in certain kinds of people have a tendency to get under your skin?**
12. **What might someone else find annoying or bothersome about you?**

Discuss Nav placement,potential move and transition, timing and next steps.

Are they most interested in being full-time salaried, part-time salaried, or a Nav Associate?

- a. How do they feel about raising personal support for their income, benefits, and ministry expenses?
- b. What questions do they have about raising personal financial support?

MPD Solution:

- a. [MPD Virtual On Demand Funding Training](#)
- b. Vista Program (for part-time people who are able to meet the program requirements)

Discuss or confirm ideas of Navigator Mission(s) to serve & align with.

Potential Locations:

Transition timing

Training Opportunities/Needs:

- c. [HR: Field Staff Employee Onboarding](#)
- d. Navigator Core Training in Learn Upon
- e. Mission / Contextual Training
- f. New Field Staff Conference: April 2-6, 2025

KEY QUESTIONS & Next Steps:

Helpful Links

Our central site for candidates interested in joining staff with The Navigators.

joinstaff.navigators.org

Where you can find the Field Staff application.

joinstaff.navigators.org/apply

The Navigator's Statement of Faith, Calling, and Core Values

navigators.org/about/statement-of-faith/

The Navigators Code of Conduct

www.navigators.org/code-of-conduct/

Use this document to help facilitate a candidate's proposed budget.

[**National Recruiting Budget Calculator**](#)

[**Budget Calculator Guide**](#)

Find job descriptions for various Field Staff positions.

[**Field Staff Job Descriptions**](#)

Have someone you'd like to share Stand in the Gap with? Share this unlisted link with them and they can experience the program for themselves.

[**Stand in the Gap - On Demand**](#)