



# Scouts Canada Guideline

## Interview Guide for Transferring Scouters and Rover Scouts

### Introduction

Volunteer Scouters and Rover Scouts sometimes transfer to an alternate Group within the same or different Council. The Group Commissioner receiving the transferring member is accountable for conducting a mandatory phone / in-person reference check with their current Group Commissioner and a role specific Interview with the member.

This Interview Guide should be used only with Rover Scouts and Scouters whose MyScouts profiles are "Active." For Rover Scouts and Scouters whose MyScouts status is "Pending" or "Inactive" completion of the full 'new Scouter' screening interview and associated screening requirements is mandatory.

The Scouts Canada Interview Guide can be used as an additional resource for the Transfer of Scouter / Rover interview.

Note – It is strongly recommended that the in-person or phone reference check be conducted prior to scheduling the interview with the transferring Rover or Scouter. If an in-person or phone interview cannot be conducted with the previous group commissioner, the transferring applicant will be required to follow the full interview and reference check process as if a new applicant.

### Group Commissioner – In-Person / Phone Reference Check

The Group Commissioner, or delegate, calls / meets the Scouter or Rover Scout's current Group Commissioner.

1. How long have you known this person?
2. Please describe your relationship with this person.
3. Please comment on this person's ability to work with youth – any strengths / challenges?
4. Please comment on this person's ability to work with adults – any strengths / challenges?
5. Please comment on how the applicant has demonstrated an understanding of our youth protection framework (i.e. 2-Scouter policy) and how the applicant demonstrated safety leadership in their role?
6. Would you be willing to have this person work one-on-one with your own child or a child you care about?
7. Do you have any concerns that the person has, or may, breach the Scouts Canada Code of Conduct based on your experience with the applicant? This could include any situations where this person has been inappropriate (emotionally, physically, verbally, and/or sexually) with either adults or children? If yes, please explain
8. Would you be willing to recommend this person for continuing in a position with Scouts Canada?
9. Would you reappoint them as a Scouter with your Group?
10. If you were to go back in time and have an opportunity to bring this person into your group again – would you do anything differently or provide any specific different guidance?
11. As this person transfers to a new group – would you give them any advice to be more effective in their role to help them grow and develop personally?

12. Are there any additional comments / guidance you would like to add about this person – with specific guidance for their receiving Contact Scouter or GC?

### **Interview Questions**

These interview questions are designed to help the Group Commissioner, or delegate, assess the Scouter or Rover Scout's fit for the role and the Group. Many of the questions we ask new applicants are not included in this interview – this will have been conducted by the previous commissioner on initial application to join Scouts Canada.

#### Build Rapport

1. What was it that brought you to our community and necessitated a move from your old group to our group?
  - a. Where did you come from?
  - b. How long did you live there?
  - c. What do you do for a living?
  - d. What did you enjoy most about your current Scout Group?

#### Fit For Role

2. Review the expectations of the role the member is applying for.
  - a. Why did you apply for this specific role and what do you hope to achieve?
  - b. What concerns do you have about these expectations?
  - c. Do you have any commitments that might conflict with this role?
  - d. Can you identify any needs you have to help you be successful?
3. What skills, interests and experience do you have that might be helpful to you in this role?
4. Are there other roles that you may have interest in the future and would like to be considered for?

#### Group Commissioner Feedback (if appropriate)

5. In the conversation with your existing GC they had a few suggestions / feedback that I'd like to share with you and get your response.
6. What do you think of the feedback – any thoughts on how you may incorporate or how we can best help you be successful in your role?

#### Closing

7. Do you have any questions about how our group or section operates?

### **Following the Interview & Reference Check**

Complete an Interview Assessment Summary. This will help you determine whether or not the Scouter or Rover Scout is a fit for your Group and the role.

Enter the Interview in the member's MyScouts "Screening" record. Enter all comments in the comments box of the first interview question. Mark the remaining questions, Yes and add the comment, "Asked during first interview"

For the purposes of MyScouts entry (until the next update) – for those questions not asked but requested in the MyScouts form enter "not applicable – transferring Scouter / Rover".

Add an additional reference record under the Screening Reference tab.