

Record of Volunteer Interview

Interviewer: _____ Date: _____

Volunteer: _____ Telephone: _____

Review of application form

Discuss information provided on application form and make any necessary changes.
Comments:

Other questions relevant to placement

1. What attracted you to this organisation? Is there a particular aspect of our work that interests you?

2. Why have you chosen to volunteer? What would make you feel you have achieved your aim?

3. What have you enjoyed most about previous work opportunities? (both paid and unpaid)

4. Tell me a bit about any particular skills, hobbies or interests you have. What do you believe is the most important thing you can offer our agency?

5. What are your views regarding supervision of your work? How would you like to be supported and supervised?

6. What questions do you have about our organisation?

Selecting a position

Discuss volunteer positions available and check interest, qualifications and availability.

List possible appointments:

Possible start date:

Pass on key information (pack or verbal explanation of selection and induction process)

Source: Volunteering WA

www.wavolunteeringessentials.org.au

Record of Volunteer Interview cont'd

COMPLETE AFTER INTERVIEW

Interviewer assessment

Appearance: Professional Acceptable Unacceptable

Reactions to questions:

Open, helpful, interested Answered questions only
 Evasive Unsure, confused

Manner:

Confident, friendly, pleasant Shy, reserved
 Unsure, withdrawn, moody Aggressive, antagonistic, suspicious

Interpersonal skills:

At ease with new situation Relatively at ease
 Anxious Uncomfortable

Physical ability: _____

Recommended action

Positions to be
1. _____
2. _____

Second interview needed

Hold in reserve for position of: Is this a viable option for the
1. _____
2. _____

Can a new position be created?

1. _____

Refer to (within agency):

1. _____

Not suitable for agency at this time.

Volunteer Referral Service

Case Manager

Training courses

Other _____