

Interview Questions For Potential Volunteers

Name _____

Phone _____

Address _____

1. Questions to determine skills:

- a. Tell me about an accomplishment you feel especially proud of.
- b. What do you feel most confident doing?
- c. What types of experiences (classes, jobs, etc.) have you had?

2. Questions to determine interests:

- a. If you could have any job, what would it be?
- b. What are your hobbies or special interests?
- c. What did you like most (or least) about your last job?

3. Questions to determine goals:

- a. Why did you come to our organization for volunteer work?
- b. What would you like to get out of the role for yourself?
- c. What kinds of skills would you like to enrich with a volunteer role here?
- d. Do you have any ideas about what you would like to do here?

4. Questions to determine adaptability:

- a. How do you deal with situations that don't go as you planned?
- b. What situations cause you stress and how do you deal with these?

5. Questions to determine dependability:

- a. Describe one project you were responsible for from the beginning to the end.
- b. What did you do when you were unable to complete a commitment?
- c. Do you have available transportation if needed?

6. Questions to determine communication skills:

- a. What public speaking or writing experiences do you have?
- b. How comfortable do you feel speaking in front of a group?
- c. What makes a good listener?
- d. (Youth Work) What methods could you use to communicate with all the families in your club/project?

7. Questions to determine understanding of our mission:

- a. What experiences should we offer?
- b. What does our organization and its mission mean to you?
- c. What major achievements do you want to happen in our organization?
- d. Why do you want to be involved?

8. Questions to determine understanding of volunteer position description:

- a. How comfortable are you with the responsibilities listed in the position description? Most comfortable? Least comfortable? What past experiences have involved similar responsibilities?
- b. In which skills would you like or need additional training? In which skills could you train others?
- c. How does the physical environment of this position compare to the best experiences of the past? Your worst? In what kinds of social settings do you function well? Poorly?
- d. If selected for this particular position, what would you want us to include in your orientation about the role? People? Data? Things?



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9. **Questions to ask yourself as an interviewer, after the interview.**

a. Based upon the interview would you recommend the volunteer's appointment to this position?

Yes No Uncertain

If no or uncertain, explain:

b. Would this person be better in another position? (Specify)

Yes No Uncertain

c. What action or follow up is needed?

DATE OF INTERVIEW

SIGNATURE OF INTERVIEWER

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