

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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