SAMPLE VOLUNTEER INTERVIEW FORM

Candidate	
Interviewee	
Date of Interview	
Volunteer Position of Interest	

Core Questions

- 1) How did you hear about our volunteer program?
- 2) Of your various experiences and interests, which do you consider to be the most important to the volunteer role you are interested in?
- 3) Tell me about any previous volunteer experiences.
- 4) Do you have any previous work (paid or unpaid) experiences directly related to the type of volunteer work you are interested in?

- 5) Are you willing to participate in our orientation and training program?
- 6) If this position requires occasional weekend or evening time is this a problem for you?

Checklist For Interviewer: (Fill out after interview)

Described the volunteer position, duties, benefits, etc.		
Asked candidate if she/he had questions.		
Discussed time frame for filling the position.		
1) Does the candidate have the skills required?		
2) Is the candidate's experience relevant in terms of role function?		
 3) Has the candidate shown sufficient intelligence during the interview to handle the situations that may arise during the course of performing volunteer role? Yes No Uncertain 		
4) Has the candidate shown sufficient interest in the program?		
5) Is the candidate willing and able to meet the requirements for periodic weekend and evening work?		
6) Do I have a good sense of how this candidate might "fit" with the ServiceLink staff?		
7) Application for in process?		
Comments:		