

# Sample - VOLUNTEER INTERVIEW FORM

Name: \_\_\_\_\_

Interviewer: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_

*Introduce yourself with Name and Position within your Organisation and give a general overview of the Organisation and the other associated Organisations.*

- *Be friendly*
- *Ask general questions and show interest*
- *Select a comfortable and suitable environment free of interruptions*
- *Explain the format of the Interview*
- *Encourage the potential volunteer to ask questions throughout the conversation.*
- *Information about program and services.*
- *Types of voluntary roles available*
- *Benefits of Volunteering*
- *Education and training opportunities*
- *Paid and Volunteer staff relations*

## Interview Questions:

1. Why are you interested in volunteering? .....

2. Have you worked in: Aged Care  Disability  Children & Families

In what capacity .....

3. How did you find out about volunteer opportunities with our organisation?

Referring Agency ..... WOM  Web  Paper  VOL QLD

4. Have you been involved in volunteer work previously? .....

5. Are you currently working: full time  part time  casual  temp  neither

Previous employer and position .....

If not, last paid position .....

6. Are you currently studying? TAFE  University  RTO

Course: .....

7. Are you able to commit to a volunteer position? Yes  No

8. Do you have a current: NPC  Blue Card  Disability Card

## Skills and Interests:

9. Do you have any qualifications? Yes  No

If yes, please provide details .....

10. What skills and experience can you bring to our organisation?

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11. What skills and knowledge would you like to learn while volunteering?

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12. What types of things do you enjoy doing?

.....

**Dislikes:**

13. Were there any challenges from your previous volunteer/work experiences?

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14. Volunteers are not expected to do every type of work, what would you be uncomfortable or uninterested in doing?

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**Special Needs:**

15. Are there any special needs or requirements that need to be taken into account when determining your volunteer position, e.g. medical conditions, diet etc.?

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**Conclusion:**

16. Are there any questions you would like to ask about the organisation?

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<b>Name</b>	<b>Signature</b>	<b>Date</b>