

# Volunteer Interview Record

Interviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Volunteer: \_\_\_\_\_ Phone: \_\_\_\_\_

## 1. Review of Enrollment Form

Review and clarify information on Volunteer Enrollment Form. Correct any misinformation on form and place other comments below.

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## 2. Non-Directive Interview Questions

a. What attracted you to our agency? Is there any aspect of our work that most motivates you to seek to volunteer here?

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b. What would you like to get out of volunteering here? What would you make feel like you've been successful?

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c. What have you enjoyed most about your previous volunteer work? About previous paid employment?

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d. Describe your ideal supervisor. What sort of supervisory style do you prefer to work under?

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e. Would you rather work on your own, with a group, or with a partner? Why?

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f. What skills do you feel you have to contribute?

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g. What can I tell you about our agency?

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### 3. Match with Volunteer Positions

Discuss potential volunteer positions and check match of interests, qualifications, and availability.

1. 

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2. 

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3. 

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*To be completed after interview.*

### 4. Interviewer Assessment

- Appearance:

- ☐ Poised, neat                      ☐ Acceptable                      ☐ Unkempt

- Reactions to Questions:

- ☐ Helpful, interested, volunteered information                      ☐ Answers questions  
☐ Evasive                      ☐ Confused

- Disposition:

- ☐ Outgoing, pleasant, confident                      ☐ Reserved  
☐ Withdrawn, moody                      ☐ Suspicious, antagonistic

- Interpersonal Skills

- ☐ Adept at dealing with others    ☐ Relatively at ease with others    ☐ Uncomfortable

Physical Restrictions:

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**Recommended Actions:**

☐ Consider for the following positions:

1. \_\_\_\_\_
2. \_\_\_\_\_

☐ Schedule for second interview with: \_\_\_\_\_

☐ Hold in reserve for position of:

1. \_\_\_\_\_
2. \_\_\_\_\_

☐ Investigate further: \_\_\_\_\_

☐ Refer to: \_\_\_\_\_

☐ Not suitable for agency at the time