

## Sample Volunteer Applicant Interview Record

Name of Applicant: \_\_\_\_\_

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

Use the questions below as a starting point for a volunteer applicant interview. Record the volunteer applicant's responses in the space provided. You can ask followup questions if they would be helpful in making your decision.

1. Why do you want to volunteer with our jurisdiction/agency? What are your goals?

2. What kind of work do you most enjoy? What kind of work do you least enjoy?

3. Do you work best alone or with others? Please explain.

4. What kind of supervision do you prefer? Please explain.

5. Do you have any questions for me?

**Note:** Discuss potential volunteer positions to check volunteer applicant's interest level, qualifications, and availability. If the applicant has indicated physical limitations on his/her application, ask whether those limitations would affect job performance.

## Sample Volunteer Applicant Interview Record (Continued)

Record the information below after the interview.

### Interviewer Assessment:

Appearance:

Communicative Ability:

Physical Restrictions:

Other:

### Recommended Action:

<input type="checkbox"/>	Place as:
<input type="checkbox"/>	Consider/hold in reserve as:
<input type="checkbox"/>	Investigate further
<input type="checkbox"/>	Refer to:
<input type="checkbox"/>	Not suitable at this time

### Notification:

Candidate notified of agency decision by [method] on [date]