

Volunteer Interview Form

Volunteer Name

Volunteer Ministry

Interview Date

Interviewing a prospective volunteer will give you an opportunity to evaluate the individual. It is important that he or she be allowed to answer questions completely. If he or she is vague with an answer, pursue the question. Your objective is to determine the individual's suitability to serve in a ministry at Our Lady of Angels. The questions that you ask can help identify traits that don't fit the needs of the position. Asking questions and making accurate notes of any concerns or limitations will help screen out unqualified candidates in the early stages. Here are some example questions you can ask the candidate. Every situation is different. You can add other questions if that helps you make a more informed judgment of the candidate's qualifications.

Possible Questions:

- Tell me about yourself
- What are some of your qualifications? Have you worked or volunteered for other organizations?
- How do you deal with stress? What makes you angry?
- What are your strengths? What are your weaknesses?
- Describe your personality.
- Describe your religious background.

If working with children, youth or infirmed:

- Why do you want to work with children/elderly?
- How do you deal with discipline?
- Do you relate as well with adults as you do with children? Why or why not?
- What would you do if a child told you a secret?

INTERVIEWER NOTES

- Do you feel the person is qualified for the position?
- Are there any concerns that you have about the person?
- Any other comments

Interviewer Signature

Date