

**Full Name of Prospective Volunteer**

<b>First Name</b>	<b>Last Name</b>	<b>Middle Name</b>

## **VOLUNTEER APPLICANT INTERVIEW EVALUATION**

As the interviewer you can use a combination of any of the questions below or use your own questions for the interview. We would like for you to ask at least four questions of the applicant and give an overall review.

How has your work experience prepared you for this position?
What other volunteer experience have you had?
Describe a time you faced a challenge and how you overcame it.
How do you manage multiple priorities?
Do you have any leadership experience?
Describe a time you made a mistake and how you fixed it.
What tasks are your favorite to complete?
Tell me about a time you worked as part of a team.
What has been your favorite part of being a volunteer?
Tell me about a time you implemented feedback.
What do you know about our organization's culture?
Why do you want to volunteer with us?
Do you agree with our mission? Why?
How did you hear about our program?
Why are you interested in this position?
How much time do you plan to spend volunteering each week?

Which team or department would you prefer to work with?
How do you imagine a typical day volunteering in our organization?

**REQUIRED QUESTIONS:**

How long do you plan on volunteering with us?
When can you start your volunteer position?

<b>GENERAL COMMENTS ABOUT APPLICANT</b>
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- [ ] **I agree**, the applicant mentioned above would be a suitable volunteer for our department and would like to move forward with volunteer verification process.
- [ ] **I don't agree**, that the applicant meets the necessary skillset for this position and would not like to pursue obtaining the services of this individual.

Printed Name of Supervisor/Interviewer	Title	Department	Campus

Supervisor/Interviewer's Signature	Date

Proposed Start Date: \_\_\_\_\_ Hours Per Week: \_\_\_\_Varies\_\_\_\_\_

Once you have completed the interview report, please forward this document to [employment@spcollege.edu](mailto:employment@spcollege.edu)