# INTERVIEWING AND SCREENING VOLUNTEERS

|  |  |  |  |
| --- | --- | --- | --- |
| Policy number | <<insert number>> | Version | <<insert number>> |
| Drafted by | <<insert name>> | Approved by Board on | <<insert date>> |
| Responsible person | <<insert name>> | Scheduled review date | <<insert date>> |

## Purpose

This template is for writing interview and screening questions for volunteers along with examples to support the process. You can add additional topics and questions as needed. You can also use the document to record the answers during the interview and screening process.

**VOLUNTEER INTERVIEW QUESTIONS**

**Interviewer: Interviewee: Date:**

|  |  |
| --- | --- |
| **Background**   **Response** | |
| Tell us a little bit about yourself? Hobbies, interests, passions, work, study |  |
| How much do you know about our organisation and its goals?  If the answer is ‘none’ or ‘very little’, give them a brief overview of your organisation, its goals and programs. |  |
| Motivation | |
| Why are you interested in Volunteering? |  |
| Why do you want to volunteer with us specifically? |  |
| What interested you in this role? |  |
| Experience | |
| Have you ever volunteered before? If so, where? |  |
| You have been given the role description (or list of tasks they’ll be responsible for), have you ever done this type of work before, or something similar? |  |
| Can you tell me about your strengths and abilities and how you will meet the requirements of the role? |  |
| Selection Criteria/Screening Checks | |
| The role requires [Insert Check], do you have this qualification? Are you willing to undergo any relevant screenings  e.g. Police Check, High Risk Work License |  |
| Time Commitment / Availability | |
| This role requires a commitment of X hours per week/fortnight. |  |
| What time commitment are you able to offer us? |  |
| This role is available from [date], when would you be able to start if successful? |  |
| Questions | |
| Do you have any questions for us about the role, or our organisation? |  |
| Are there any adjustments we can make to your work environment to set you up for success? |  |