

VOLUNTEER INTERVIEW FORMAT

The volunteer interview is a two-way conversation to ensure a mutual fit. Start by exploring the candidate's motivations, then ask role-specific questions to assess suitability. Conclude with practical topics like support, expenses, and availability. The goal is an open dialogue, leading to a shared decision on the next steps.

Introduction

Briefly introduce yourself and the charity

Section A: General Questions about Motivations

1. What interests you about the specific role you are applying for?
2. Do you have any relevant experience or skills that make you a good fit for this role?
3. How do you handle challenges or difficult situations in a team setting?
4. Can you describe a time when you had to learn something new quickly? How did you approach it?
5. What are your expectations for this role, and how do you see yourself contributing to our mission?

Section B: Role-Specific Questions

1. What interests you about the specific role you are applying for?
2. Do you have any relevant experience or skills that make you a good fit for this role?
3. How do you handle challenges or difficult situations in a team setting?
4. Can you describe a time when you had to learn something new quickly? How did you approach it?
5. What are your expectations for this role, and how do you see yourself contributing to our mission?

Section C: Encouraging Questions from the Candidate

1. Do you have any questions about our charity's mission and values?
2. Is there anything specific you would like to know about the team you will be working with?
3. What information can we provide to help you feel more prepared for this role?
4. Are there any concerns or uncertainties you have about volunteering with us?
5. How can we support you in your volunteer journey with our charity?

Conclusion

Summarise the discussion and outline the next steps.