**Volunteer Interview Questions**

Only ask what you must to qualify the applicant. Carefully think about what questions are relevant the position. Suggestions are below.

Keep questions clear and only ask one at a time. For example, don’t ask *“why are you wanting to volunteer and what are you hoping to get out of it*?” This should be 2 separate questions.

**Only** ask questions that you don’t know the answer to (these may have been answered in their initial Application or Expression of Interest form).

|  |
| --- |
| * Have you ever volunteered before? **If yes** – ask them to tell you about it.
 |
| * Why are you interested in volunteering? **OR** Why are you interested in volunteering for this program/organisation?
 |
| * *If someone has expressed that they are volunteering to gain work skills, then follow on with a question like* “What kind of skills are you hoping to learn while volunteering?”
 |
| * When are you available to volunteer?
 |
| * Are you hoping to meet your Centrelink Mutual Obligations through volunteering?
 |
| * How long are you able to commit to volunteering for?/ how long do you plan on volunteering with us? (of course, you want volunteers to be with you for a long time… However, people leave for all sorts of reasons. If your program requires a lot of investment and training for the position (for example *lifeline), it is reasonable to ask this question*).
 |
| * Do you have any skills/experience/interests that you would like to share with us?
 |
| * OR Do you have any experience with \_\_\_\_\_\_\_\_ (*area relevant to the role you are recruiting for)*
 |
| * Would you like to volunteer doing something you already feel good at, or would you like to try/learn something new?
 |
| * Where did you hear about this role?
 |
| * Do you have, or are you willing to get, a <insert your check requirement here>?
 |
| * Is there anything we should know, to ensure that your time volunteering with us is the best it can be? (*this may be where they disclose a disability, health issue, literacy level or an adjustment that may be needed in order for them to volunteer….but they don’t have to tell you right now)*
 |

Think about the role you are recruiting for and even the clients you are supporting. Questions might include things around other spoken languages, gender preference if they are being matched with someone or another skill pertinent to the position you are recruiting for.