# Pre-Interview email Template

<This is a suggestion only. Please adjust according to your own policies and procedures>

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| **1** To Daniel,  **2** My name is Jane Smith, I’m the volunteer manager at Beaches Community Centre. I’m looking forward to meeting you to talk more about volunteering.  **3** Your interview will take place at 123 Beach Rd, Beachtown on Wednesday the 14th of April from 10am until about 10:30am.  **4** When you arrive, go to our reception area and tell the receptionist that you’re there to see Jane.  **5** The door to the reception is quite heavy, if you need assistance opening it there will be a doorbell to the left of the door that you can press and someone will come and assist you.  **6** The meeting will involve a few short questions for me to get to know you better. I will also be explaining about the different volunteer roles we have available, and we can discuss what you might enjoy doing.  **7** On the day, could you please bring a form of identification. This could be a Proof of Age Card, Medicare Card, Drivers Licence, or Passport.  **8** You will also need to provide the name and phone number of a referee. This is someone I will call to just ask a few questions about you. This should be someone who has known you for more than 2 years and is not related to you.  **9** If you have any questions or concerns prior to Wednesday’s meeting, you can reply to this email, or call me on 8234 5678.  See you soon!  Jane Smith | 1. Address your prospective volunteer by their name |
| 2. Introduce yourself, your role, and where you’re from. |
| 3. Provide the address of where your meeting will take place, and the start time and finish times. |
| 4. Clarify where at your facility the volunteer will need to go. |
| 5. Provide information about any potential accessibility concerns. |
| 6. Outline what the interview will involve. |
| 7. Provide information about anything the volunteer will need to bring with them. |
| 8. Provide information about anything the volunteer may need to prepare ahead of time. |
| 9. Provide a few contact options in case they have any other questions. |