***NOTE: This template has been provided as a guide only. Please edit as necessary to reflect the requirements of your Club. Please delete this message prior to using this document.***

|  |  |
| --- | --- |
| **Prospective Volunteer Name:** |  |
| **Role applying for at Club:** |  |
| **Email Address:** |  | **Mobile #:** |  |
| **Interview Conducted by (Name):** |  | **Date:** |  |

*NOTE:*

* *To ensure fairness and consistency, develop a list of questions to ask at interview and use the same questions for all people applying for the same role. The questions you ask will be determined by the Role Description.*
* *Use a combination of interview questions from the list below. It is best to have no more than 10 questions in total, therefore you can simply delete the ones you don’t wish to use.*

**QUESTIONS:**

**General Roles**

* Why are you interested in the position?
* What relevant qualifications do you have?
* What skills and experience can you bring to our club?
* How did you find out about the position?
* Have you held a similar position in another organisation?

**Committee member**

* Have you had any experience in handling cash?
* What leadership experience do you have?
* Have you ever supervised volunteers or paid staff?
* Have you ever worked in an organisation that involved volunteers?
* How proficient are you at using a computer?

**Coach**

* At what levels have you coached?
* What ages have you coached?
* How do you structure your training sessions?
* Do you develop an annual training plan?
* How do you motivate your players?
* (if working with children) Do you have a Working With Children card? If not, are you prepare to get one?

**Ideas for other questions**

**Performance-based questions:**

* Tell me about a time when you worked or volunteered with children. What did you do to make them feel secure and encourage them to learn?
* Tell me about a time when you had to help a difficult person who was complaining and unhappy. What did you do to resolve the situation?
* Have you ever been a member of a group where two members did not work well together? What did you do to get them to do so?

**Skills-based questions:**

* What main skills can you bring to this role? How would you share those skills if we can make it possible for you to do so?
* What would be your first five steps to improve our …..?

**People without work experience:**

Sometimes people don’t have a lot of experience, so ask them questions about the fire that burns within that brings them to choose to volunteer:

* What personal qualities, skills or qualifications do you have that will help you in this role?
* Why do you like helping others?

**Understanding motivation for volunteering:**

* Why are you interested in volunteering?
* How did you hear about this volunteering opportunity?
* Why do you want to volunteer with our club/association?
* What are your expectations for this volunteer role?
* What was your most rewarding experience helping someone?

**General questions:**

* Can you briefly talk about your experiences and how they relate to this position?
* What is your greatest weakness? What are you doing to improve it?
* Are you currently involved in any other organisations?
* (If role will be working with Children) Do you have a Working With Children Card? If not, are you prepared to get one?

If you need people in high-responsibility, long-term roles, consider asking questions about:

* **Integrity**: ask about ethical behaviour
* **Passion:** ask about hobbies or personal projects
* **Longevity:** are they looking for something to do right now, or developing a volunteer career?
* **Positive attitude:** ask about a positive customer service experience
* **Knowledge of tasks:** ask specific questions about the tasks you need done.

 The answers to these questions will give you some clues about the level the volunteer is at.

**Comments / Notes:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_