

Template | Questionnaire for Volunteer Interviews



A short interview, one-on-one, gives you an opportunity to talk to the potential volunteer about her interests and experience and assess whether or not she is the right fit for your organization. You should also take the opportunity to really listen to the person and hear what her concerns and interests are. Listen to see whether she sounds reliable and sensible.

These are sample questions to ask potential volunteers interviewing for a position at a Chinese AIDS organization.

1. How did you hear about our organization?
2. Tell me about how you became interested in China/AIDS/human rights issues.
3. What specific China/AIDS/human rights issues are you interested in?
4. What do you hope to learn from this volunteer position and what skills do you hope to acquire?
5. Tell me about other internships, leadership roles or special projects you've worked on. What did you find rewarding about the experience? What was challenging?
6. Tell me about your experience(s) working in an office setting. What is the role that you usually play on a team?
7. How many hours a week can you work, and for how many months?

What you need to assess:

1. Does the person really understand and care about the mission of your organization?
2. Does the person have a good understanding of what your organization does?
3. What is it that person needs or wants from the experience?
4. Can the person explain how she would implement a difficult task?
5. How can the person help?