

Sample Interview Report

NDSU Extension Service



Use this form for notes when conducting (recommended, but optional) applicant interview.

Name of volunteer _____

Position discussed _____

Location of interview _____ Date of Interview ____/____/____

Name of interviewer _____

NOTE: Interviewer could choose at least one question from each category below. Throughout the interview, consider how well the volunteer and the position fit together. Consider how the volunteer listens, responds, and asks questions.

LEADERSHIP SKILLS –

- What skills and qualifications do you have?
- How do you promote teamwork?
- What leadership roles have you had?
- Describe how others would view you as a role model?
- How will you involve parents in your programs?
- What kinds of rewards help you stay motivated?

Comments:

HUMAN RELATIONS SKILLS –

- What experiences have you had in working with adults and children?
- What kind of people do you work with easily?
- How do you handle conflict?
- How do you handle criticism?
- What kind of people do you find hard to work with and how do you handle that?
- How would you handle a situation with:
 - A disruptive or unresponsive child?
 - A child who deliberately defies your request for cooperation?
 - A child who consistently misses meetings without explanations?
- How would you work with an upset parent or volunteer?

Comments:

AFFIRMATIVE ACTION –

- What experiences have you had working with people of different backgrounds?
- How do you feel about working with people different from yourself?
(*Ex: different racial, ethnic, socio-economic or developmentally disabled backgrounds.*)

Comments:

ORGANIZATIONAL SKILLS –

- How do you manage your time?
- What record keeping experience have you had?
- Describe how you would help a youth come to a decision.
- Describe instances when you have planned or conducted meetings.
- Are you willing to attend training to assist you in your volunteer role?

Comments:

ADAPTABILITY –

- How do you do when a situation doesn't go as you planned?
- How do you cope with stresses?

Comments:

DEPENDABILITY –

- Describe one project or event for which you had responsibility from the beginning to end.
- What might you do if you are unable to complete a commitment?
- Do you have available transportation, if needed?

Comments:

COMMUNICATION SKILLS –

- How would you rate your speaking skills?
- What makes a good listener?
- What ways could you use to communicate with youth, adults or families you would work with?

Comments:

UNDERSTANDING 4-H (for volunteer applicants who will work in the 4-H program) –

- What does 4-H mean to you?
- What things do you want to happen in 4-H?
- What is your view on competition?
- Why do you want to be a 4-H volunteer?
- What is your view on competition?

Comments:

INTERVIEWER COMMENTS –

Based on the interview, would you recommend the volunteer's acceptance to this position?

Yes No Uncertain If no or uncertain, explain:

Based on the interview, would you recommend the volunteer's acceptance to another position?

Yes No Uncertain If yes, specify:

Action or follow-up needed:

Signature of Interviewer _____ Date ____/____/____



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