



Volunteer Interview Guide

1. This form is designed to be used by all managers for ALL types of volunteers, ask the question with relevance to the service the volunteer would like to help in.
2. Please use the following questions to guide you when speaking with a potential volunteer about their suitability to work with hospice.
3. Do not give the form to the volunteer to fill in, ask them the questions and note down their answers.
4. When you have completed this form write a recommendation under the comments section of the *Volunteer Interest Form*.

Name of volunteer: _____ Tele: _____

Department: _____ Manager: _____

Name of Interviewer

Date of interview: _____ (if different from manager) _____

Tell me something about yourself:

1. Details: _____

The job I enjoyed the best was _____

2. What are your hobbies and interests? _____

What are your skills /abilities? _____

3. Why do you want to do?

a) Volunteer work _____

b) If I could do anything I would _____

4. Do you understand that volunteer work means without payment? Yes No

Are you prepared to work without payment? Yes No

5. Can you:

	Read	Write	Speak
English			
Afrikaans			

Xhosa			
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- 6 Do you have a valid driver's license? Yes No
- 7 Is there any medical reason why you could not be a volunteer? _____
8. All volunteers of BRH are required to attend an "information session". What date is suitable for you? (Give dates for the current year)_____
9. Do you have any family or friends that are staff or volunteers of BRH?
Yes No
If yes, Who _____
10. I am most proud of _____
11. Have you experienced a loss in the last 12 months?
Yes No Comment _____
- 12 What was your biggest challenge and how did you cope? _____

13. What specific area of work would you like to do?
- Fundraising** - events / tins / catering / transport / ticket sales
- Shop** – cashier / marker / general volunteer
- Patient** - home care / day care / bereavement
- Admin** - reception / typing / general volunteer / filing / computer
- Do you have a criminal record? Yes No
14. What frustrates you? _____
15. What do you understand about reliability? _____
16. Do you have any questions for us? _____

Date

Signature of Interviewer / Manager