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

Comments:

HUMAN RELATIONS SKILLS –

• What experiences have you had in working with adults and children?  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?
• What kind of people do you work with easily?  How would you work with an upset parent or volunteer?
• 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?

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.

Comments:

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

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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