



Volunteer Centre
East Riding

Information Sheet No. 7

INTERVIEWING

Interviews are a vital part of the recruitment process, enabling you to find out about a volunteers relevant experiences and skills as well as ascertaining their suitability for specific voluntary opportunities. Many volunteers find the prospect of attending an interview daunting, so do try to make the process as stress free as possible.

It is important to set the scene:

- * If at all possible, try to find a private space where you will not be interrupted, away from distractions
- * Consider offering refreshments, a useful way to make volunteers feel at ease
- * Try not to keep volunteers waiting

The interview:

- * Introduce yourself and tell the volunteers about the interview, explain how long it will take
- * Encourage the volunteers to talk by asking general questions about hobbies, interests etc
- * Find out what the volunteers want to gain, what are their motives
- * Explain about the project and what volunteers do in your organisation
- * Explain about any training, when this will be and how long the course lasts
- * Encourage questions

- * Record any relevant information, but tell the volunteer what you are doing and why
- * Agree with the volunteer what the next step will be, how long they will be waiting for a decision and check that they understand

After the interview:

- * Record relevant information and respect confidentiality
- * Do what you have agreed promptly
- * Keep the volunteer informed of progress

You may also have to consider how you deal with potential volunteers you feel are not right for your project

Remember that the interview is designed to assess the volunteer`s ability to carry out the tasks in a task description. You therefore need to make an objective decision, based on the interview. Try to avoid making subjective judgements based on your individual idea of what makes a good volunteer.

DISCLAIMER

This information sheet is intended for guidance only, East Riding Voluntary Action has endeavoured to check that details are correct, but please seek independent advice before applying the guidance to your organisation.

