

Sample Interview Questions

It is important that the individuals conducting the interview are prepared with the appropriate questions. Throughout the interview, consider how well the volunteer and the position complement each other or how the potential volunteer listens and responds to the questions. Choose one or more appropriate questions from the following areas. You may choose to ask additional questions based on an individual's response to your initial question(s) and in relationship to position responsibilities outlined in the position description.

Leadership Skills

- What experiences have you had in working with adults and/or children in a volunteer or employment setting?
- What skills and qualifications do you have that will help you in this position?
- Describe how children/other adults would view you as a role model.
- Describe a time when you had to work as a member of a team to complete a project.
- Describe how you would engage other volunteers in programs where you are responsible.
- Give an example of how you would involve parents, guardians, or other community members in your programs.
- What do you plan on doing as a volunteer?
- Describe a leadership role you have held. What made that role challenging? What did you like about serving in a leadership role? What did you dislike?
- What kind of rewards do you need to stay motivated?
- How do you like to be recognized?

Human Relations Skills

- Consider the following scenario: Volunteers are talking behind an someone's back. What do you do?
- What kind of people do you most enjoy working with?
- Describe a time when you've been involved in a conflict with another individual or group.
- How did you handle the situation?
- How would you work with an upset parent or volunteer?
- Describe a situation when you've been criticized. How did you react? What did you learn?
- What kinds of people do you find hard to work with and how do you handle the situation?
- What kind of discipline techniques would you use with: disruptive or irresponsible children; a child who deliberately defies your request for cooperation; or a child who consistently misses meetings without explanations?
- Describe a time when you've worked closely with someone from a different background from yourself.
- How do you feel about working with people different from yourself? What did you learn? (i.e. different racial/ethnic backgrounds, developmentally disabled, different socio-economic, backgrounds, different sexual orientation, etc.).
- Describe your ideal supervisor.

Organizational Skills

- Describe a typical day for yourself. Describe a particularly busy day.
- What record keeping experience have you had?
- How would you organize youth/adults to work together on a project?
- What techniques/methods have you found to be useful? What does not work well?
- Describe how you would help a group of youth/adults reach a decision.
- Describe instances when you have planned or conducted meetings.
- Describe an "ideal" meeting.
- Are you willing to attend orientation/training sessions to assist in your volunteer role?

Adaptability

- Describe a situation in which you did not get your way or when you did not agree with a decision made. How did you handle it? What was your reaction?
- Describe a particularly stressful situation in which you have been involved. How did you handle this? What made it stressful?

Dependability

- Describe one project/activity for which you had total responsibility from the beginning to the end.
- How do you handle a situation when you know that you are unable to complete an assignment or commitment?
- Do you have available transportation if needed?

Communication

- How comfortable do you feel speaking in front of a group?
- What public speaking or writing experiences do you have?
- What, in your opinion, makes a good listener?
- What methods could you use to communicate with participants in a program that you are responsible for?
- Describe a situation when you were responsible for speaking in front of a group of people.
- What strategies do you use to communicate with others in a stressful or tense situation?

General Questions

- What do you want to accomplish as a volunteer?
- Why do you want to be a volunteer in our organization?
- What is your view on competition?
- How important is winning to you?
- What attracted you to [Organization Name]?
- Tell me about your current and past volunteer experiences.
- What have you enjoyed most about previous volunteer positions?
- How much time would you like to volunteer?
- What specific skills do you have to contribute to the program?
- Tell me about your work experience.