



INTERVIEW CHECKLIST

- Information provided to the volunteer: job description, person specification, and organisation information
 - Application forms completed by prospective volunteers: volunteer application form and equal opportunity monitoring form
 - Interview questions focus on prospective volunteer's skills, experience and interests
 - If an appropriate volunteer opportunity is not available, the prospective volunteer is referred to the Volunteer Bureau or other voluntary organisations you think would interest them
 - The prospective volunteer is informed of reasons for selection/rejection
 - The organisation's Equal Opportunities policy is observed
- If Selected:**
- References are obtained, examined and documented: reference form and volunteer reference request
 - Police checks are conducted when required by job requirements
 - Vehicle licenses and insurance are reviewed if relevant
 - Volunteers are given the opportunity to discuss their placement preferences and job duties are adjusted to their skills and limitations when necessary
 - Volunteers are placed in volunteer opportunities that best meet the needs of the volunteer and the organisation
 - Placements are made with minimal delay after the initial interview
 - A volunteer agreement is part of the placement process