**Interview Structure**

Pre-work: Studying the resume/application

 Making notes and questions

Opening: Introduction and context setting (explain volunteer role/expectations)

 Rapport Building

Core: Probing and information seeking (see suggested interview questions below)

 Observing and assessing

Closure: Answering queries

 Explaining next steps

 Assessment and decision

**Suggested interview questions**

Tell me the story of how you chose your education/career path?

What interested you about this volunteer position?

Have you volunteered in the past? If yes: What have you enjoyed about previous volunteer work?

What special skills would you like to utilize as a volunteer?

Can you briefly talk about your experiences as they relate to this position?

What would you say are three of your core strengths?

Do you prefer working independently or with a group?

What would be the idea volunteer job for you – and why?

What are your expectations of our organisation?

What are your personal goals for this volunteer experience?

Do you have any concerns about what we expect of you?

Are you willing to make a time commitment of ……….?

Are you interested in some training for this position?

Do you have any questions that you would like to ask me/us?