# The recruitment series

# 2.1. Meeting questions template

Use this template when preparing to meet potential volunteers.

Under each suggested question, there’s a space to note your success criteria. And a space to take notes on the day.

**Name: Date:**

**Role:**

**Recruiters:**

|  |
| --- |
| **Starting the meeting -** Remember to mention: |

**Q1. Why do you want to volunteer with us?**

Prompt: What would you like to achieve?

Success criteria:

Positive –

|  |
| --- |
| *Answer:* |

**Q2. What, if anything, would you like to get out of volunteering?**

Prompts: Would you like me to tell you about anything in particular? Is there anything else you’d like to know about us or the role?

Success criteria:

Positive –

|  |
| --- |
| *Answer:* |

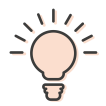
**Q3. Tell me about your skills and experience that fit with the role description?**

Prompts: What skills and experience would you like to develop in doing this role? Do you have any questions about the role description?

Success criteria:

Positive –

|  |
| --- |
| *Answer:* |

**Q4. Looking at the commitment statements on the role description, how do you feel about them?**

Take this opportunity to tell them more about our commitments and values

Success criteria:

Positive – is committed to our values as an organisation

|  |
| --- |
| *Answer:* |

**Q5. What time were you thinking you could offer?**

Prompt: If you take on this role, what days/times would you be available? When could you start?

Success criteria:

Positive –

|  |
| --- |
| *Answer:* |

**Q6. Are you comfortable to take on the tasks outlined in the role description?**

|  |  |
| --- | --- |
|  | Have a clean copy to write on |

Prompts: What tasks would you find interesting/enjoyable? Are there are any tasks/activities you would not feel comfortable taking on?

|  |  |
| --- | --- |
|  | See page 4 of our guide [Agreeing the role](https://volunteers.mssociety.org.uk/agreeing-the-role) |
|  |  |

|  |
| --- |
| *Answer:* |

**If you’ve agreed the volunteer would take on the role:**

**Q7. When might you be able to complete welcome and induction activities?**

|  |  |
| --- | --- |
|  | Have a copy to refer to/give to the volunteer |

Prompts: which of these activities do you feel would be the most useful?

|  |  |
| --- | --- |
|  | See our guide on [Welcoming and inducting volunteers](https://volunteers.mssociety.org.uk/welcoming-inducting-volunteers) |
|  |  |

|  |
| --- |
| *Answer:* |

**Q8. What final questions do you have?**

Prompt: Would you like to know about the people you’ll be volunteering with?

|  |
| --- |
|  |

|  |  |
| --- | --- |
|  | Remember to leave time to sum up the next steps |

Was this useful? We’d love to hear from you. Please email us your comments at [volunteering@mssociety.org.uk](mailto:volunteering@mssociety.org.uk)

|  |  |
| --- | --- |
| **Meeting questions template** | |
| Content Owner: | Head of Volunteering |
| Editor | Volunteer Learning and Development Manager |
| Author | Volunteer Learning and Development Officer |
| Signed off: | September 2017 |
| Review date: | September 2018 |
| **Multiple Sclerosis Society** Registered charity numbers 1139257/SCO41990.  Registered as a limited company in England and Wales 07451571. | |