|  |  |
| --- | --- |
|  | Volunteer Interview Form |

Use this template when preparing to meet prospective volunteers.   
Under each suggested question, there’s space to take notes on the day.

**Name:**  **Date:**   
  
**Role:**

**Recruiters:**

|  |
| --- |
| **Starting the meeting -**   * *Welcome the volunteer and make introductions* * *Check the Volunteer is comfortable and ready to proceed* * *Begin by talking about the purpose of the Group or Team (For Group Coordinator recruitment: this is where the Volunteer Support Officer and/or the Coordinating Team member talks about the current set-up and/or needs of the group)* * *Outline the work the Group/Team carries out and where they could do with support* |

**Q1. Tell us about yourself and why you want to volunteer with us?**

Prompt: What would you like to achieve in this role?

Success criteria: Enthusiasm; interest in the role and what they could bring to it; interest in the charity/cause. Their response supports our [Values](https://www.mssociety.org.uk/what-we-do/our-work/our-strategy).

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

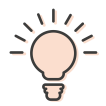
**Q2. What would you like to get out of volunteering?**

Prompts: Is there any particular training you might like or the opportunity to meet other people, for instance?

Success criteria: They show that they will benefit in some way from volunteering. Satisfaction. Giving Back. Personal Development.

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

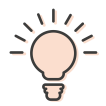
**Q3. For our volunteering to be the best it can be, we want our relationships with volunteers to be two-way. To help us achieve this, we’ve set out our commitments, so everyone knows what to expect when volunteering. Do you have any questions about what has been set out?**

Prompt: Talk through 'Our commitment to volunteers’, giving enough time to explain each element and have a conversation about them [https://volunteers.mssociety.org.uk/resources/volunteering\_agreement](https://volunteers.mssociety.org.uk/our-shared-commitments)

Success criteria: Confirms that they are happy with the parameters of the role and to our commitments as an organisation

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

**Q4. Tell me about how your skills and experience fit with the role description?**

Show the candidate the role description.

Prompts: Do you have any questions about the role description?

Success criteria: They will have some applied experience of over 50% of the role description. Any areas they don’t have direct experience of, they can refer to and reflect on how they’d approach the issue.

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

**Q4b. Follow-up question: Explain the current group dynamic. The group/team would really benefit from skills/experience in [INSERT AREA] – what is your experience in this? Would you feel confident supporting this area?**

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

**Q5. Are there any particular areas/skills that you might want to develop to help you in the role?**

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

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

**Q6. How much 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? Do you have any commitments that you need to us to be flexible around e.g. childcare/caring? (If relevant e.g. disability: do you have any particular times of the day when you’d prefer to volunteer?)

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

**Q6b. Follow-up question: the group/team usually meet/need support on [INSERT DAYS], how does this work for you?**

Success criteria: There is some flexibility in their diaries to volunteer at different times. They are clear on how we can support them in their wider lives. Their availability fits well with when the group/team are most likely to need support.

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

**Q7. Do you have any other questions for us?**

Prompt: Is there anything else you’d like to know about the group/team that we haven’t covered already?

|  |
| --- |
|  |

|  |  |
| --- | --- |
|  | 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 and Community Networks |
| Editor | Senior Volunteer Learning and Development Officer |
| Author | Volunteer Recruitment Officer |
| Signed off: | October 2022 |
| Review date: | October 2023 |
| **Multiple Sclerosis Society** Registered charity numbers 1139257/SCO41990.  Registered as a limited company in England and Wales 07451571. | |