FORM 7: Although county identification can be added to this form, the content that follows should not be changed.

Interview Report of MSU Extension Volunteer Applicant Form

Name of volunteer
___________________________________________________________________

Position discussed
___________________________________________________________________

Date of interview ______________ Location of interview____________________

Name of interviewer

Throughout the interview, consider how well the volunteer and position fit together. Consider how the volunteer listens and responds to questions in the following suggested areas. Be sure to ask questions in each area. Since some of the topics that follow are about issues that appear on the “MSU Extension Staff and Volunteer Agreement and Code of Conduct Form,” you may want to review that form. Before the interview, you may also want to go over the information contained in Appendix C about conducting successful interviews.

LEADERSHIP SKILLS

______ Experiences working with children or vulnerable adults
______ Experiences working with other adults
______ Experiences collaborating with other organizations
______ Skills and qualifications
______ Involving parents and others
______ Promoting teamwork

Comments:

DIVERSITY

______ Experiences and feelings about diversity (racial, socioeconomic, persons with disabilities, etc.)
______ Ideas for promoting respect and understanding

Comments:

ORGANIZATIONAL SKILLS

______ Experience organizing youth or adults
______ Record-keeping skills
______ Knowledge of how to conduct effective meetings
Communication skills (writing or speaking)
Time-management skills

Comments:

HUMAN RELATIONS SKILLS

Handling conflict
Discipline techniques when working with youth
Dealing with situations that don’t go as planned
Problem-solving skills

Comments:

UNDERSTANDING YOUTH DEVELOPMENT

Understanding of young people
Reasons for volunteering
Views on competition
Understanding of disabilities
Not applicable

Comments:

UNDERSTANDING ADULT LEARNING

Understanding of adult motivation
Reasons adults volunteer
Views on collaboration
Understanding of disabilities
Not applicable

Comments:

For help in conducting effective interviews, see the suggestions in Appendix C.

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