

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.