

Volunteer Interviews At-A-Glance

Girl Scouts Western Pennsylvania is committed to providing a safe and healthy environment for girls and volunteers. To ensure this, volunteers must be screened. A face-to-face interview for prospective volunteers is an effective tool for screening candidates. If a face-to-face interview is not possible, a telephone interview may be conducted.

INTERVIEWS:

- Promote Girl Scouts Western Pennsylvania
- Gather relevant information about the candidates
- Assess for which positions volunteers are best matched
- Determine if candidates are appropriate volunteers for the positions.

All adult who apply for volunteers positions with GSWPA should participate in an interview. This interview can be done at the time of recruitment by the staff member or volunteer or at a later time by the staff or volunteers.

Be Prepared

- Review the applicants contact information and questions beforehand.
- The interview should be comfortable for the candidate. Arrange a location and let the candidate know how much time will be needed to complete the interview. For phone interviews, outline the call for the candidate.

Greeting

- THANK the candidate, introduce yourself and explain your role.
- Explain the interview process and let the candidate know you'll be taking notes. Briefly describe volunteer opportunities.
- Remember, you are representing Girl Scouts Western Pennsylvania.

Conduct the Interview

- Provide an overview of Girl Scouts Western Pennsylvania.
- Make the interview a conversation, not just a question and answer session.
- Ask questions relevant to the position and the role/responsibilities of the individual.
- Acknowledge answers to encourage the candidate to say more. Stay on task.
- Let the candidate talk 70-80% of the time.
- Allow time for the candidate to ask questions.

Concluding the Interview

- THANK the potential candidate for expressing interest in Girl Scouting.
- If it seems that the candidate will be referred for a position, explain the next steps in the process.
- If it seems the candidate is not a match for the position they applied, discuss alternative volunteer opportunities.
- Don't tell the candidate that they have been accepted or not accepted. Explain that the interview is only one step of the screening process.
- Document as necessary on the Interview Form.
- Indicate position(s) reviewed for and recommendation on approval or non-approval.
- Return Interview Form to CES department for processing.