

WHY INTERVIEW?

A short interview, one on one, gives you an opportunity to talk to the potential volunteer about their interests and experience and assess whether or not he/she is the right fit for your organization. You should also take the opportunity to really listen to the person and hear what her concerns and interests are. Listen to see if she sounds reliable and sensible. Does the person really understand and care about the mission of your organization? What is it that she needs or wants from the experience? Can she explain how she would implement a difficult task? Does she have a good understanding of what your organization does, and how she can help? Give her a chance to ask questions too. If you're not sure about whether or not to bring someone into the organization, ask your colleagues to interview her too. Also see: [How To Recruit Volunteers](#).

SOME SAMPLE QUESTIONS

These are sample questions to ask potential volunteers interviewing for a position at a Chinese AIDS organization.

1. How did you hear about our organization?
2. Tell me about how you became interested in China/AIDS/human rights issues.
3. What specific China/AIDS/human rights issues are you interested in?
4. What do you hope to learn from this volunteer position and what skills do you hope to acquire?
5. Tell me about other internships, leadership roles, or special projects you've worked on.
6. Tell me about your experience(s) working in an office setting.
7. How many hours a week can you work, and for how many months?

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