Volunteer Interviews – An approach

**Volunteer interviews**Ensure that your prospective volunteer understands where to go and who to ask for when confirming the interview. A map might also be useful. Check to see if there are any adjustments that you might need to make. Ensure that at least one person conducting the interview has undertaken the C of E Safer Recruitment course**.**

Interviews should not be overly formal – after all, people are offering a gift of time, not seeking paid employment. The great temptation in interviewing is for the interviewer to talk too much about the organisation and not leave time for the potential volunteer to talk about themselves.

The ‘person specification’ in the role description can be a useful template for the interview. A second is an exploration of why the applicant wants to volunteer.

Motivations might include:

* a belief in the organisation’s cause
* wanting to use skills and give something back
* trying out or learning new skills
* (if the person is older or unemployed) to keep active
* gaining experience in a field of activity they hope to enter
* social contact and meeting people.

Exploring these points in an interview and keeping a record of the answers good interview practice. If there are any qualities, skills or experience needed for the role you should note them as Essential or Desired accordingly and mark down whether the interviewee has demonstrated them in open ended questions.

Make sure the volunteer role or roles are understood and give time for the applicant to raise any questions or concerns. Doing this will help to bring the interview to an end. It's also important that you're ready to explain any requirements that need to be met before appointment and the support that will be available.

Ensure that the Volunteer is aware of Safeguarding issues and that DBS check requirements are noted on file. Often, it is sensible to see if the interviewee has other skills that the Cathedral can put to use. Also ensure that your volunteer expenses policy is fully explained.