**VOLUNTEER INTERVIEW RECORD**

**I. REVIEW OF APPLICATION**

Verify application information. Comments below:


**II. NON-DIRECTIVE QUESTIONS**

Tell me about yourself:


Why do you want to volunteer at this hospital?


Describe your previous volunteer work and/or job(s):


What can I tell you about this hospital?


**III. POSSIBLE VOLUNTEER POSITIONS**

Position #1: Comments

Position #2: Comments

Position #3: Comments

Position #4: Comments
### IV. INTERVIEWER ASSESSMENT

**APPEARANCE:**  
- ☐ PROFESSIONAL & POISED  
- ☐ ACCEPTABLE  
- ☐ UNKEMPT

**COMMENTS (Below):**

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**REACTION TO QUESTIONS:**  
- ☐ RESPONSIVE & ARTICULATE  
- ☐ MINIMALISTIC RESPONSES  
- ☐ EVASIVE  
- ☐ CONFUSED

**COMMENTS (Below):**

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**DISPOSITION**  
- ☐ OUTGOING & PLEASANT  
- ☐ RESERVED  
- ☐ WITHDRAWN & MOODY  
- ☐ SUSPICIOUS & ANTAGONISTIC

**COMMENTS (Below):**

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**INTERPERSONAL SKILLS:**  
- ☐ INTERACTIVE & OPEN  
- ☐ RESERVED  
- ☐ UNCOMFORTABLE

**COMMENTS (Below):**

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### V. RECOMMENDED ACTION

**CONSIDER FOR POSITION #1:**  
- ☐ CONSIDER FOR 2nd INTERVIEW  
- REFER TO:

**CONSIDER FOR POSITION #2:**  
- ☐ CONSIDER FOR 2nd INTERVIEW  
- REFER TO:

**CONSIDER FOR POSITION #3:**  
- ☐ CONSIDER FOR 2nd INTERVIEW  
- REFER TO:

**CONSIDER FOR POSITION #4:**  
- ☐ CONSIDER FOR 2nd INTERVIEW  
- REFER TO:

**DO NOT PLACE APPLICANT**

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**DESCRIBE WHY APPLICANT NOT SUITABLE FOR VOLUNTEER WORK AT THIS HOSPITAL AT THIS TIME:**

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### VI. NOTIFICATION

**APPLICANT NOTIFIED OF HOSPITAL DECISION**

- ☐ APPLICANT NOTIFIED OF DECISION:

**NAME OF PERSON INFORMING APPLICANT OF DECISION:**

**DATE OF NOTIFICATION:**

**METHOD OF NOTIFICATION:**