



Applicant's Name _____

Position Interviewed for _____

Date of Interview _____

Location of Interview _____

Name of Interviewer _____

This form is designed to assist in the placement of adults in volunteer positions that will be rewarding and reflective of their individual interest.

DIRECTIONS TO INTERVIEWER:

1. Record applicant's responses on a separate piece of paper
2. Complete the "For the Interviewer" section
3. Forward completed form promptly to appropriate person

Below are sample behavior-based interview questions. Choose at least one from each; you will not need them all. You will notice that these directly correlate to the core competencies found on the position descriptions. You may also add additional questions that focus on position competencies (denoted by * on second page). *Throughout the interview, consider how well the applicant and the position fit together.*

Girl Focus

1. Give me an example of how you have helped a direct report, colleague, or friend achieve a goal.
2. Describe a situation in which you coached a difficult employee or volunteer and the outcome.
3. Tell me about a time when you identified and matched individual developmental needs with skill development opportunities.
4. Describe a major project and/or event that you developed for young people that met the physical, emotional, and psychological needs and interest of the group. How did you ensure that the activities were grade-appropriate? How were the outcomes measured?
5. Tell me how you have stayed up-to-date on the current trends and issues that are influencing girls and teens?

Personal Integrity

1. Tell me about a time your integrity was challenged and how you handled it.
2. Describe a situation in which you were asked to do something that you were uncomfortable with from an ethical standpoint and how you handled the situation.
3. Give me an example of a time you saw a coworker, neighbor, or friend doing something dishonest or unethical and what you did about it.
4. Tell me about a time when you acknowledged an error that you made.

Fostering Diversity

1. Give me an example of a time in which you had to influence someone to change her or his behavior because it blocked someone else from full participation in an organization or a group.
2. Describe a time when the person around you was using derogatory terms or jokes about a person who was different from the group members. What was your reaction? How did you respond to the person?
3. Describe a time when you felt that you were different from the rest of the group. How did you handle it?

Adaptability

1. Give me an example of a time you had to change your priorities based on an unexpected deadline or assignment.
2. Tell me about a time when you handled a situation where what you planned did not go the way you expected.
3. Describe a time when you believed that you could not achieve the desired results with the [insert type] resources you had and what action you took. What were the results?



Oral Communication

1. Give me a specific example of how you explained a complicated procedure to someone who was new to your organization or team.
2. Give me an example of how you successfully communicated within a group that was diverse in culture, language, socioeconomic background, or some other way.
3. Describe a situation in which you used your verbal communication skills to convince someone that your method would prove more successful in accomplishing a task than her or his method would.

Organization*

1. How do you organize yourself, your time and priorities?
2. What experience do you have with record keeping/paperwork?
3. What experience do you have organizing groups?
4. What method(s) would you use to help bring a group to a decision?
5. What experience do you have in planning or conducting meetings?

Leadership*

1. How would you describe yourself as a role model for children?
2. What previous experience do you have working with children and/or adults?
3. Describe what being a "Leader" means to you.

Dependability*

1. If you found you were unable to fulfill a commitment, what would you do?
2. If we asked others, how would they describe your dependability?
3. Are there any conditions (i.e. hours, location, and transportation) that would be a problem for you?

Human Relations*

1. What kind of people do you find it easy to work with? Difficult?
2. How would you resolve a conflict?
3. How would you handle an upset parent/committee member?

FOR THE INTERVIEWER - Check each item as completed

- | | |
|---------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| <input type="checkbox"/> shared description of position with applicant. | <input type="checkbox"/> clarified questions/omissions on application. |
| <input type="checkbox"/> shared overview of Girl Scouting with applicant. | <input type="checkbox"/> told applicant the time frame/process for filling the position. |
| <input type="checkbox"/> discussed time requirements, benefits of the position. | |

INTERVIEWER COMMENTS:

BASED UPON THE INTERVIEW, WOULD YOU RECOMMEND THE APPLICANT'S APPOINTMENT TO THIS POSITION?

- YES NO UNCERTAIN *WHY?*

ANOTHER POSITION?

- YES NO UNCERTAIN *(specify)*

ACTION OR FOLLOW UP NEEDED:

Signature of Interviewer _____