

## **Interview Worksheet for Potential SHIP Volunteers**

Interviewing prospective volunteers can help you learn more about them, their skills, and their interest in volunteering for SHIP. Armed with that crucial information, you'll be better able to decide whether they're a good fit for your SHIP and which volunteer positions might best suit them.

Name of Potential Volunteer: \_\_\_\_\_

Name of Interviewer: \_\_\_\_\_ Date: \_\_\_\_\_

### **Interview Questions**

1. Why do you want to volunteer with SHIP? What inspired you to offer your help?

2. What skills or qualifications do you have that would help you in this position?

3. Please describe your ideal work environment.

4. Do you prefer to work independently or as part of a group, and why?

**Interview Questions (continued)**

5. What do you expect from someone who supervises you?

6. What kind of rewards would help you stay motivated as a SHIP volunteer? How do you like to be recognized for your hard work?

7. If you were asked to help a Medicare beneficiary with a question, and in the process you learned that you were not sure of the answer, how would you proceed?

8. Why do you feel you are a good match for this volunteer position?

9. Are you willing to attend the \_\_\_ hour initial SHIP training and participate in at least \_\_\_ hours of update training per year?

10. Do you have any questions or concerns about the responsibilities and requirements of this SHIP volunteer position?

**Post-Interview Assessment**

<b>Characteristic or Skill</b>	<b>Yes</b>	<b>No</b>	<b>Need more information</b>
Motivated to work with and help others			
Good communication/listening skills			
Has computer and Internet skills			
Good at troubleshooting or problem-solving			
Understands Medicare and/or Medicaid			
Could speak about SHIP in public			
Has other outreach or marketing skills			
Ability to explain complex information in simple terms			
Could help SHIP reach out to under-served beneficiaries			
Previous experience working with older adults or people with disabilities			
Previous counseling experience			
Previous experience working in a healthcare-related field			

I am excited about this applicant because: \_\_\_\_\_

\_\_\_\_\_

I have the following concerns about this applicant: \_\_\_\_\_

\_\_\_\_\_

This person might be a good candidate for the following SHIP volunteer positions:

\_\_\_\_\_