



Volunteer Information

Name _____

Phone Number _____

E-mail Address _____

Position of Interest _____

Checklist

Contact and Interview

- Contact the volunteer within two weeks to set up an interview.
- Interview the volunteer like a salaried applicant to determine if he/she has the qualifications you need. The final decision regarding the volunteer's qualifications is yours.
- Sample interview questions:
 - Why are you interested in volunteering for this assignment?
 - This volunteer assignment requires _____
Are you comfortably able to handle this?
 - Do you have any questions?
 - When are you available to volunteer?

If you are satisfied with the volunteer

- Check for needed screenings (e.g., fingerprints, T.B. test).
- Send the (attached) **Carlsbad Volunteer Tracking Form** back to the Volunteer Coordinator.
- Orient the volunteer as you would a new employee as follows:
 - Establish a time to start the volunteer when staff is available to train.
 - Follow new employee procedures (e.g., introducing him/her to staff) and touring the facilities.
 - Review the assignment duties by giving him/her a **Volunteer Position Description**.
- Ask the volunteer to track his/her hours using the www.Myvolunteerpage.com (Vol2) database.
- Start tracking volunteer costs using the **Cost Calculator for Volunteer Program**.

If the volunteer is not a good candidate for the position:

- Send the (attached) **Carlsbad Volunteer Tracking Form** back to the Volunteer Coordinator with an explanation as soon as possible.