

Volunteer Program Interview Evaluation Sheet

Instructions: Please complete this evaluation sheet during or immediately after the volunteer interview. This document will be printed and filed for record-keeping.

Candidate & Interview Information

Candidate Name: Date of Interview:
Interviewer Name: Volunteer Role Applied For:

Evaluation Criteria

Rate the candidate on a scale of 1 to 5 (1 = Poor, 5 = Excellent) and provide brief comments.

Criteria	Rating (1-5)	Comments / Specific Observations
Interest and Motivation Why do they want to volunteer? Do they align with our mission?	<input type="text"/>	<input type="text"/>
Skills and Experience Do they possess the skills required for the preferred role?	<input type="text"/>	<input type="text"/>
Communication & Interpersonal Skills Are they clear, respectful, and active listeners?	<input type="text"/>	<input type="text"/>
Availability & Commitment Does their schedule align with our needs? Can they commit long-term?	<input type="text"/>	<input type="text"/>
Adaptability & Teamwork How do they handle change? Do they work well with others?	<input type="text"/>	<input type="text"/>

Overall Recommendation

Please enter "Yes", "No", or "Hold" in the decision box and provide summary thoughts.

Final Recommendation Decision:
Suggested Placement / Department:

Overall Summary Notes:

Signatures

Interviewer Signature: _____ Date: