

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · VOLUNTEER COORDINATOR

1	What is your background in volunteerism?	12345	
2	Why are you interested in this position?	12345	
3	How would you develop and manage a volunteer program?	12345	
4	What is your experience working with volunteers?	12345	
5	What do you think are the challenges of managing volunteers?	12345	
6	How would you deal with a difficult volunteer?	12345	
7	What do you see as the most rewarding aspect of working with volunteers?	12345	
8	Have you ever had a conflict with a coworker or supervisor while working with volunteers? If so, how did you resolve it?	12345	
9	What do you think are the necessary qualities for a successful volunteer coordinator?	12345	
10	What do you think are the best methods for training volunteers?	12345	
11	What do you feel is the most important thing to remember when working with volunteers?	12345	
12	Describe a time when you had to deal with a difficult volunteer.	12345	
13	What do you think are the best ways to motivate volunteers?	12345	
14	What do you think are the biggest challenges facing volunteer coordinators?	12345	

OVERALL ASSESSMENT

CRITERIA	SCORE (1-5)	NOTES
Educational Background Appropriate qualifications or training for the position.	12345	
Prior Work Experience Skills or qualifications acquired through past work.	12345	
Qualifications / Experience The technical skills the position actually needs.	12345	
Problem Solving Abilities Demonstrated critical problem-solving.	12345	

CRITERIA	SCORE (1-5)	NOTES
Communication Team building and communication skills.	① ② ③ ④ ⑤	
Organizational Fit Would this hire steer the organization the right way?	① ② ③ ④ ⑤	
Directional Fit A step forward, or backward, in their career?	① ② ③ ④ ⑤	

RECOMMENDATION

☐ Advance ☐ Hold ☐ Decline

1 = well below the bar · 3 = meets it · 5 = clearly above it

AvaHR — hiring software for teams without a recruiter
Use the same scorecard for every candidate in this role.