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## Form - Employee - Interview Questions – Volunteers

Candidate Name:

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Address:

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Date:

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Interviewers:

(panel member names)

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**Intro. Provide a brief overview of volunteering with Headway and the services that our social support groups provide - (Panel member prompt)**

*Our volunteers play a crucial role in our social support groups across Gippsland. They are not only there to lend a hand when required, but they start conversations, offer companionship and share their skills with the group. We have social support groups across Gippsland that run for about five hours once a week from about 10am.*

*The activities in social support groups take on throughout the year are shaped by the participants. Activities in social support groups take on throughout the year are shaped by the participants. Activities may include crafts, cooking, guest speakers, barbecues, outings in Gippsland to tourist spots, coffee catch-ups and much more.*

**Benefits of volunteering at Headway Gippsland:**

- Making new friends
- Sharing your skills and learning new skills
- Being part of the community
- Building companionship with people with disabilities

Can you tell me what you know about Headway Gippsland?

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Tell us about yourself:

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**How would you engage someone to be involved in the activities being undertaken?**

Applicant's comments

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**What do you hope to gain from volunteering with Headway Gippsland?**

Applicant's comments

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**We have clients with complex needs and behaviours. How do you manage challenging behaviours or stressful situations?**

Applicant's comments

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## Form - Employee - Interview Questions – Volunteers

**How far are you willing to travel for this role?**

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**What do you see as important attributes for this role and what do you uniquely offer to make you the best person for the role?**

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**Closing. Provide a brief overview of process from here including timelines -**

(Panel member prompt) Thank you for attending this interview, it has been a pleasure meeting you and learning a little more about your experience and skills

If you are successful, when are you available to commence? \_\_\_\_\_

Advise time line that the Applicant will be advised whether they are successful or not

Panel member comments (proceed with employment yes/no) state concerns or comments

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Signature of Panel member: \_\_\_\_\_