

Volunteer Screening Interview

An interview is required as part of the Kansas 4-H Volunteer Screening process. The interview will help staff learn about the potential volunteer's motivations, interests, past experiences, and what the volunteer would like to do for 4-H. It will also help develop the relationship and connection between the local office, the staff and the volunteer. The interview may be done by the agent, a program assistant.

Preparing for the interview:

- Read this document and familiarize yourself with the questions.
- Do the interview as soon as practical. Allow enough time so that neither you nor the potential volunteer will feel rushed. Conduct the interview in a comfortable place.
- The questions are on the next page. These questions are to help you to get to know the individual and how they would fit as a 4-H Volunteer. Cover all the questions (feel free to paraphrase if you find a more comfortable way to ask the question). You may ask additional questions if their answers lead to other questions.
- During the interview, explain the full Kansas 4-H Volunteer Screening policy and procedure.
- Give the potential volunteer the Kansas Child Abuse and Neglect Central Registry Check information and permission form and the link to the Criminal Background Check information and permission website. Give them an addressed envelope to put the form in and return it to you, before they leave the interview. Be sure to mail the envelope to the Kansas Department for Children and Families.
- Give them information to complete the orientation, (local meeting information or the online course link).
- Give them a copy of the Kansas 4-H Code of Ethics

Interview opening: *"Welcome, thanks for taking the time to sit down and visit with me. The interview is a part of the Kansas 4-H Volunteer Screening process. We screen all volunteers so as to meet our desire to provide the best learning environment and experiences we can for our 4-H members. The screening process consists of an application, reference check, this interview, a background check, (two parts), an orientation to Kansas 4-H and appointment by the local Extension Board. The purpose of our time together today is for us to get to know each other with the intent to help make your volunteering experience successful and rewarding. "*

Ask the questions and make notes on the Questions page.

Interview Summary (to conclude the interview): *As we spoke of earlier, Kansas 4-H screens volunteers who work with youth through 4-H. The screening includes a check of the Kansas Child Abuse Central Registry and a National Criminal Background Check. Here is an information sheet explaining the process.*

Here is the hard copy information and permission form for the Kansas Child Abuse and Neglect Central Registry check. Please fill it out and put it in this envelope and return it to me today, to mail for you.

The Background Screening Information sheet contains a link to the National Criminal Background Check information and permission website, please complete this as soon as you can. If you wish you can use a computer here and complete this today.

We invite you to complete the Kansas 4-H Orientation, (provide information on how to do that).

"Here is our Code of Ethics for 4-H Volunteers, please review it and ask any questions you have about it.

Thank you for your time today and your interest in volunteering for 4-H."

Interview Questions:

Please begin by telling me a little about yourself.

Name _____
Date _____

What is your experience as a volunteer? What are your experiences working with youth?

What is your experience with 4-H?

Why do you want to volunteer with the 4-H Program?

How would you describe the purpose of 4-H Youth Development programs?

Do you have a volunteer role in mind? If so, what? What about this role interests you?

Tell me about one of your best volunteer experiences and what made it great.

Tell me about one of your worst volunteer experiences and what made it bad.

What else should we know about you?

What questions do you have for me?

Person Conducting Interview

Signature