

INTRODUCTION

A well-conducted interview is a useful tool for screening a potential volunteer.

Interviewing Concerns

Issues of concern that may arise during an interview include the following:

- Evasive answers to specific questions about history, job experience or other important matters.
- Appearance of not understanding core concepts of volunteerism, such as confidentiality.
- Motives for volunteering that may **not** be in the best interest of DHS clients or the agency.
- Unusual behavior, appearance or demeanor during the interview.
- Prior to the screening ask prospective volunteers if you will find anything and carefully note their responses; if there are any discrepancies follow up on them.

Essential Functions

It is also important to determine whether the potential volunteer can perform the essential functions of the volunteer service activity with or without accommodations. If the potential volunteer requires special accommodations, the CRC may consult with the following offices for assistance:

- DHS Office of Equal Opportunity and Diversity Programs.
- Michigan Commission for the Blind.
- Michigan Commission on Disability Concerns, which includes the Division on Deaf and Hard of Hearing.

Note: There may be some local resources that can also assist.

For more information see www.michigan.gov, Department of Energy, Labor & Economic Growth then select agencies.