

INTERVIEW TEMPLATE



APPLICANT NAME: _____

LIBRARY: _____

INTERVIEW DATE: _____ **TIME:** _____

STAFF: _____

SCORES: _____ **ACCEPTED:** ☐ **YES** ☐ **NO**

Verbal Questions for Staff to Ask Volunteer Applicant

What memories do you have at the library? Or what do you like to do at the library?

What ages of people do you like to interact with? _____

Describe an interaction with children younger than you: _____

On a scale of 1 to 5 with 1 being terrible and 5 being wonderful, how would you rate the situation you just described? 1 2 3 4 5

Describe a positive interaction with an adult (outside your family) that you didn't know very well:

On a scale of 1 to 5 with 1 being terrible and 5 being wonderful, how would you rate the situation you just described? 1 2 3 4 5

Describe a time you helped someone that you did not know: _____

On a scale of 1 to 5 with 1 being terrible and 5 being wonderful, how would you rate the situation you just described? 1 2 3 4 5

Are you comfortable in a library setting approaching adults offering to help them? ☐ Yes ☐ No

Are you able to greet your friends and keep working? ☐ Yes ☐ No

Do you know how to start a conversation? On a scale of 1 to 5 with 1 being terrible and 5 being wonderful, how would you rate yourself on your ability to start a conversation with someone that has not first talked to you? 1 2 3 4 5

List the characteristics of a good worker: _____

What career or job do you want after high school or college? _____

What would you do if there was no one to help and there wasn't anything assigned to you at your station while volunteering?

_____ wander the library _____

_____ check supplies _____

_____ look around for someone else to help or something else to do _____

_____ ask a librarian if you may take a break _____

_____ text a friend or surf Internet _____

_____ other _____

If you pick more than one, try to give them an order. You may, also, explain your choices. (Write notes or explanations on the lines on the right side.

What do you like to do in your free time? (special interests, skills) _____

The End.



VOLUNTEER SKILLS ASSESSMENT

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YOU WILL HAVE 5 MINUTES TO COMPLETE THIS PAGE.

This year's Summer Reading program will track reading in 20 minute sessions. For each of the reading times below, please indicate the quantity (number) of 20 minute sessions. *For example, if a participant read for one hour, that would equal a quantity of 3 20 minute sessions.*

Joe read an hour and a half. He will track (quantity) _____ of 20 minute sessions.

Susie read 5 minutes. She will track (quantity) _____ of 20 minute sessions.

Bobby's mom read to him for 40 minutes. Bobby will track (quantity) _____ of 20 minute sessions.

Please place the following DVD movie titles in alphabetical order by numbering them 1—10. ("The" is ignored.)

_____ Goosebumps: Ghost beach

_____ Cinderella

_____ The Many Adventures of Winnie

_____ Lassie

The Pooh

_____ Madagascar

_____ The Lion King

_____ Jungle Book

_____ Rapunzel

_____ Charlie and the Chocolate Factory

For example:

 2 Shrek

 1 Cars

 3 Tangled

Summer Reading is for all ages—babies, children, teens and adults.

Sign up is online by as an individual, family or group (preschool or daycare where the group reads together). Match the Summer Reading Program with the situations below:

1) An adult comes in with children of various ages

_____ Individual—child

2) An adult comes in with a group of children that are all the same age

_____ Individual—teen (7th to
12th grade)

3) Two adults

_____ Family

4) A child in 4th grade

_____ Individual—adult

5) A Student going into 7th Grade

_____ Group

Thank you!