



**Remember: Teen Volunteer Names due for badges!**

## Top Ten Interview Strategies.....

1. Start with a phone interview. This can indicate whether or not the volunteer is a good fit for the task in mind, and also uncover potential areas for using a volunteer. [What do you do if he/she is not a good fit?](#)
2. Schedule the interview for the day and time you need the volunteer. Pay attention to tardiness and rescheduling as this might indicate the volunteer may not be able to commit to what you need.
3. Send some questions by e-mail first if possible giving the volunteer an indication of what you might need to know. This is helpful if you are seeking a long-term volunteer.
4. Prepare some questions in advance that are open-ended (not yes or no). Some examples might be: What do you most enjoy doing? How would you like to help at the library?
5. Review to ensure questions are not leading. The goal is to hear from the volunteer what he/she is truly like, and to accurately convey the goals of the library and how this volunteer or volunteer task furthers those goals.
6. Before the volunteer arrives, reserve a private and comfortable area for the interview.
7. Welcome the volunteer, and take a quick tour of the library, pointing out areas where the volunteer might be working and staff he/she will interact with.
8. Begin by reviewing the questions you previously e-mailed or asked over the phone. Has anything changed in the meantime? Does the volunteer have any thoughts to add? Be mindful as you listen!
9. Ask questions that are relevant to the work the volunteer will be doing. Need some sample questions? [Check out the intranet](#). An outside resource on volunteer interview is available [here](#).
10. Listen. Listen to what is said, how it is said and what is communicated. Pause to give adequate time for reflective answers.

Interviewing teen volunteers? Check out these [sample questions](#) from Alma at Warr Acres!

For more information on this, you can always view the [Volunteer Supers Website](#). Happy interviewing!

**Metropolitan Library System** 300 Park Avenue, Oklahoma City, OK 73102  
Volunteer Services: 405.606.3762 [hport@metrolibrary.org](mailto:hport@metrolibrary.org) | [Volunteer Supers Website](#)  
Fax: 405.606.3735 | [Privacy Policy](#) | [Email Preferences](#)