BEST PRACTICE

Phone Interview for Prospective Volunteer Unit Members

- Phone Interviews should be attended by at least the Chair and Board Liaison, or Chair and Staff Liaison, all three if possible.
- Staff Liaison will make the phone call time arrangements with the applicant and send a reminder to all participating.
- Prior to the call, Chair, Board Liaison and Staff Liaison should have the applicants CV, Profile, and Survey answers from the Call (if one was sent out).

Sample Phone Interview Questions for Prospective Volunteer Unit Members

Ask each candidate the same set of questions.

1. What interests you in serving on this Volunteer Unit?

2. Are you able to give the time needed to serve as on this VU? (Are there other obligations such as pursuing an advanced degree, small children, special committees at work, or involvement in other organizations that may interfere?)

3. What qualifications do you have that you feel would benefit this VU?

4. Have you been involved in other VUs in AMSN? Have you been involved in VUs in other professional organizations?

5. Do you have any experience with (this type of task)? Do you feel you have the skills necessary to contribute to the (successful completion of this project, or ongoing responsibilities of this committee)?

6. What professional goals do you hope to achieve by working on this VU?

7. How can AMSN support you in this work?

8. What questions do you have for us?

Your task force project may have special requirements, or need very special skills or experiences. Those questions may be added as long as each candidate is asked the same set of questions. For example:

If applicable, do you have access to helpful resources, like Ovid—EBSCO, HealthStream, Magnet Journey manuals, etc.?