

INTERVIEW INFORMATION

Overview:

Community Pal Volunteers will be interviewed by an SBPAL staff member. The interview will consist of short answer questions. The questions have been provided below to give the candidate time to prepare for the interview. Though this is a semi-formal interview, we have included the parameters for a professional interview in detail below. Expect the interview to last approximately 10-15 minutes. We will update you on your volunteer status the week following your interview.

Evaluation Parameters:

- **Appearance**

- The Candidate is professionally dressed, well-groomed and their overall appearance is very neat. Choice of clothing is appropriate for any job interview and is business professional.

Below are attire recommendations:

- Blouse, buttoned down long sleeve, slacks, pants (no jeans), dress shoes (no sneakers, flip flops, sandals or open-toed shoes).

- **Greeting**

- The candidate formally introduces themselves to the panel prior to the interview.

Below are greeting examples and tips:

- Introduce yourself with your full name in a confident voice.
- When the panel introduce themselves, respond with, “It’s nice to meet you…” and then repeat their name out loud—you’ll be more likely to remember it if you repeat it back to them when you first hear it.

- **Preparation**

- The candidate shows knowledge of the PAL program and has clearly gone over the interview questions prior to the interview.

- **Communication**

- The candidate is able to communicate their skillsets, strengths and their relevance to the council.
- Questions are answered completely.
- Relevant detail and background information is included when answering questions.
- Arms and legs are uncrossed and relaxed.
- Candidate is sitting up straight in their chair.
- Hands are resting in a comfortable position without fidgeting.

- **Eye Contact**

- Candidate is able to maintain eye contact when appropriate.

- **Voice/Tone**

- Enunciates clearly.
- No or minimal use of fillers/rhetorical crutches like: “you know”, “like”, “know what I mean?”, “um”, “uhh”, etc.

Interview Questions:

1. Tell us about yourself?
2. How would others describe you?
3. What are your academic goals for the year? What are your personal goals this year?
4. What plan do you have for yourself upon graduating high school?
5. Do you prefer to work independently or as a member of a team?
6. How have you been a leader or displayed leadership skills or abilities in your community?
7. What volunteer experience do you have and what did you learn from it?
8. What skillset did you use in prior experiences?
9. Why do you want to volunteer with SBPAL and what do you hope to gain from it?
10. What is an accomplishment your proud of?
11. What is a challenge you have faced and how did you overcome it?
12. What are your strengths and weaknesses?
13. What type of volunteer work do you want to do? (Tutoring, special events, activities, etc)

TIPS

- Be on time for your interview.
- Ask for clarification if you do not understand a question.
- Use the questions above to prepare for the interview.

DOCTOR FUN

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It was a mistake for Eric to wear a t-shirt to his job interview, and it was a bigger mistake to wear that particular t-shirt.

GOOD LUCK!!!