

# Fact Sheet 4

## Volunteer Formal Interview

### **Checklist**

#### **Prior to interview**

- Review Code of Conduct and GGA Guidelines
- Review relevant job description
- Review potential volunteers expression of interest form
- Write down any other questions you would like to add to the interview questions.
- Make sure prior to interview that you will not be distracted while interviewing a potential volunteer

#### **The interview**

- Be warm and friendly make them feel at ease
- Explain why you are performing the interview
- Ask the potential volunteer to give you a little background on their work or volunteer history
- Be clear about the expectations of the position
- Ask them what their expectations of the position are
- Explain the fundamentals of Guiding, the Promise and Law and how these apply to the position
- Explain the time commitment
- Explain the training opportunities
- Explain that the organisation is compliant with child safe practice's and as such we are required to perform a referee check and child protection screening before they can start in their volunteer position.
- Try to gain some examples from them on how they would deal with situations that may occur in their Unit e.g.. confrontation with parents, confrontation with children, children arguing, telling someone that you're proud of them, how would you motivate a child, do you think your behavior would change if you felt a closeness to a child or young woman.
- Ask them if they understand what you have discussed
- End the interview with a quick informal chat and make sure you make them aware of when you will notify them of your decision.

#### **Code of conduct**

Each volunteer at all times will:

- Abide by the Guide Promise or have a full understanding of the Law, the Aims and Principles of Guiding and all other rules and policies of Guides Australia and the relevant State organisation
- Treat youth members with respect and accept responsibility for the physical and emotional safety of youth members, as required by duty of care.
- Recognise the importance of and encourage the spiritual development of youth members according to Guides Australia policy.
- Not use Guiding to promote personal beliefs, behaviors or practices where these are not compatible with Guiding.
- Adhere to all policies and procedures of Girl Guides Australia and relevant State.
- Behave in such a way as to bring credit to Guiding and maintain the standards of Guiding.
- Respect everyone's right to privacy.
- Accept the need to avoid unaccompanied or unobserved activities, including discussions and interviews, with individual youth members.
- Recognise that physical, sexual or verbal abuse, bullying, tormenting or ridicule is unacceptable behavior by any volunteer.



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