

# Interviewer Job Description

Review the Disaster Volunteer Registration Form, ask questions for clarification where needed. Use this form as a guide to inquire more about the volunteer's skills and experience.

At the conclusion of the interview:

- Sign "Interviewed By" line
- Keep the Registration Form (they will be collected periodically for filing and data entry) Unless the person is not placed and then he takes it with him to the middle section

When the volunteer accepts an assignment:

- Have the board runner pull off the sticky note with the job assignment.
- Complete the Disaster Volunteer Referral Form. Attach sticky note from the assignment board
- Initial the INTERVIEW box on the Referral form
- Instruct him/her to report to the **ID station**

If a volunteer is NOT placed following the interview because:

- All positions are filled:
- Ask the volunteer to wait in the Seating Area for position to become available
- The volunteer has very special skills that are not needed immediately:  
Explain the volunteer will be contacted when his/her skills are requested.
- **IMPORTANT: The prospective volunteer takes the Disaster Volunteer Registration Form with him to the middle section for future assignment.**
- If accepted volunteers are placed for future working date(s) they must complete all Stations of the VRC before leaving. They will take the Disaster Volunteer Referral Form and an ID wristband with the assigned working date(s) with them. They will bring these items to the Work Site Supervisor when they report for their first shift.
- If the interviewer has reservations about the prospective volunteer:  
Signal the Runner that the Mental Health professional or Medical professional is needed for further screening. NOT every applicant is suitable for disaster volunteer response involvement.

Before signaling the Greeter that you are ready for another interview, complete the "Note" section on the Disaster Volunteer Registration Form. This can be anything you think is important—a skill that was mentioned in conversation but is not included on the form, an obvious physical limitation, ect.