

Bishop DuBourg High School
Senior Service Project 2020-2021
Agency Interview Form

Name _____ Advisory _____
Religion Teacher _____ Period _____
Service Site - Agency _____
Contact Person at Agency (print) _____
Address _____ Zip _____ Telephone () _____
Contact Person Email Address _____
Interview Date: _____ Interview Time: _____

DUTIES REQUIRED OF YOU

QUESTIONS TO ASK DURING YOUR INTERVIEW:

- What time should I arrive each morning : _____
- What time will my day end: _____
- Where should I enter the building: _____
- What is my dress code: _____
- Who is my immediate supervisor (if different from the person conducting the interview)

- Do I need a background check for this volunteer position: ☐ NO ☐ YES

- Are there any forms required from your organization in order for me to perform my service project with you? ☐ NO ☐ YES

○ If YES, what are they and where can I obtain them? _____

○ If YES, when should they be returned and to whom? _____

- Is a TB test required for this volunteer position? ☐ NO ☐ YES

Please return this signed form to Mrs. Duncan in Campus Ministry, room 212, by Friday, December 11, 2020.

Student signature _____

Parent signature _____

FAITH IN CHRIST...SERVICE TO OTHERS

INTERVIEW TIPS

BE ON TIME: It makes a poor first impression if you are late. It would be better if you were early by 15 minutes. Get directions and give yourself plenty of time to find the agency, park and get inside.

SCHEDULE & CONDUCT YOUR INTERVIEW: The Agency Interview may be scheduled through a phone call or email.

BE CLEAR ABOUT WHAT YOU WANT TO KNOW: Jot down questions ahead of time and be prepared to jot down the answers. That means you have to have pen and notebook with you. Don't trust your memory.

BE COURTEOUS: Thank your interviewer for seeing you and taking time out of a busy day to do so.

Contact Mr. Jim Campbell or Mrs. Jennifer Duncan if you have any questions.