

V.I.P.S. Interview Questions

1. Why are you interested in volunteering for the Vacaville Police Department?

(Circle one: + [1] [2] [3] -)

2. Please tell us about your areas of interest as a volunteer.

(Circle one: + [1] [2] [3] -)

3. Volunteers are sometimes redirected from their primary duties and asked to do other duties. How do you feel about that? What are you willing to do and what are areas of work you are not willing to do?

(Circle one: + [1] [2] [3] -)

4. What is your understanding of the concept of confidentiality?

(Circle one: + [1] [2] [3] -)

5. What was your last work environment like? Was it easy going, stressful, everyone got along, tense, or how would you describe it?

(Circle one: + [1] [2] [3] -)

6. How do you feel that you interact with people?

(Circle one: + [1] [2] [3] -)

7. A co-worker approaches you to tell you she just heard another co-worker make an inappropriate statement to a member of the public. How would you respond?

(Circle one: + [1] [2] [3] -)

8. Do you prefer working independently or in groups? Both are necessary and we would like to know your preference.

(Circle one: + [1] [2] [3] -)

9. How do you feel about repetitive tasks such as filing or data entry?

(Circle one: + [1] [2] [3] -)

10. What do you believe that you will add to the Department?

(Circle one: + [1] [2] [3] -)

11. Volunteers are asked to serve a minimum of two hundred hours each year. That breaks down into an average of four hours per week. Are you able to make that commitment?

In terms of scheduling, what day and time of day are you thinking about?

(Circle one: + [1] [2] [3] -)

12. Where do you see yourself five years from now?

(Circle one: + [1] [2] [3] -)

13. The ADA (Americans with Disabilities Act) requires employers to provide reasonable accommodations for employees with disabilities. Will you need accommodations? If yes, what accommodation might you require?

(Circle one: + [1] [2] [3] -)

14. The next V.I.P.S. Academy will be scheduled _____.
The Academy is forty hours and held in the mornings about 8-12. Will you be able to arrange or adjust your schedule to attend?

(Circle one: + [1] [2] [3] -)

15. The Department provides the Volunteer uniform polo shirt. You will be required to purchase the remainder of the uniform accessories (uniform pants, basket weave Velcro belt, and shoes) by graduation day. This runs about \$105.00 or more. Are you able to commit to that?

(Circle one: + [1] [2] [3] -)

16. Is there anything else you would like to add or questions you would like to ask us?

(Circle one: + [1] [2] [3] -)

Ask the applicant to be seated outside the conference room, for just a moment, so the panel can confer.

I. PANEL DISCUSSION & RATING:

At this point the applicant is seated outside the room.

The Panel members will determine if any areas of concern may be clarified by additional questions before the applicant leaves the exam. Call the applicant back into the room and ask any clarifying questions that their responses generated. Thank the applicant and advise they will be notified of the oral exam results as soon as all interviews have been completed.

Each Panel member must now rate the applicant independently. Justify numerical rating with written comments in recommendation section. Give the completed rating sheet to the Panel Chairperson.

(Circle one: + [1] [2] [3] -)

Recommendations: _____

Interviewer's Name _____

Date of Interview _____