



Volunteer/Partner Interview Form

Date: _____ Position: _____ Interviewer: _____

Prospect's Name: _____ Phone: _____ Email: _____

Interviewer: Please review the Medicare Grants Standard Volunteer Roles from the SHICK Volunteer/Partner Application with the potential counselor, then ask the following questions.

1. Do you have any questions about SHICK/SMP or the requirements of being a volunteer?

2. Why do you want to volunteer/partner with SHICK/SMP?

3. What would you like to get out of this experience?

4. Have you worked with seniors and/or people with disabilities? Yes No
 Details: _____

5. Are you comfortable working with computers? Yes No
 - a. Do you have internet access at home or work? Yes No

6. Do you have experience with the Medicare and/or Medicaid programs? Yes No
 Details: _____

7. Are you familiar with healthcare billing or insurance claims processing? Yes No
 Details: _____

8. Do you have experience in trouble-shooting and problem-solving for others? Yes No

9. If you were asked a question by a beneficiary and you were not sure of the answer, how would you proceed?

Availability

Interviewer: Please review volunteer job descriptions with the prospective counselor, then gather the following information.

This person is interested in

- Distributing information
- Assisting with administration
- Staffing exhibits
- Making group presentations
- Counseling
- Handling complex issues and referrals

This person can volunteer _____ hours per week. (Volunteers only)

Please circle preferred days/times for volunteer work:

Monday am/pm Tuesday am/pm Wednesday am/pm Thursday am/pm
Friday am/pm Saturday am/pm Sunday am/pm

This person can participate in our next training session on _____

Interviewer Assessment *(complete after interview)*

Special Skills: _____

Comments: _____

This person would be a good candidate for: (check all that apply)

- Distributing information
- Assisting with administration
- Staffing exhibits
- Making group presentations
- Counseling
- Handling complex issues and referrals