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

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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