

**Rotary Youth Programme Club Counsellor(s) or Other Volunteer Screening Report**

**A Guide for the Rotarians Assessing a Potential Counsellor(s) or Volunteer**

Counsellor's Name ..... Date of Interview .....

Assistant Counsellor's Name ..... Date of Interview .....

*Delete Counsellor or Volunteer as applicable*

Volunteer's Name ..... Date of Interview .....

Names of Delegates Interviewing ....

*Please read the following questions before meeting the candidates and explaining the duties and responsibilities their role entails and assessing their suitability for that role. After the interview concludes fill in your impressions below.*

- Did they have a warm and friendly nature? \_\_\_\_\_
- Was the candidate(s) enthusiastic about doing the job asked of him/her? \_\_\_\_\_
- Did questions asked show they had been thinking seriously about the job? \_\_\_\_\_
- Were they keen to learn of their commitments and duties? \_\_\_\_\_
- Did they appear to have the ability to mix with and handle people \_\_\_\_\_
- Did you feel they would be helpful and understanding to the student facing many cultural differences? \_\_\_\_\_
- Do you think they have a rapport with young people? \_\_\_\_\_
- Do you feel they could in a non-confrontational way ensure that the student(s) obeys the rules and requirements? \_\_\_\_\_
- Do you feel the candidate(s) was taking the job for the right reasons? \_\_\_\_\_

*Use the answers you have given to the above questions as a guide to your assessment of the candidate(s) so far.*

Very Suitable  Suitable  Suitable with more guidance  Doubtful  Unsuitable

*Please read the following questions; then select and phone only three of the referees given. One should preferably be the main employer and one the youth organisation representative if given. Ensure the referees know the candidate(s) well and also ask whether they have visited them in their own home and know how they treat their own family. At the completion of the phone call answer the following questions.*

1. Did the referee enthusiastically recommend the candidate as a conscientious employee/volunteer? \_\_\_\_\_
2. Was the candidate suitable with reservations? \_\_\_\_\_
3. Were they good in some areas but poor in others? \_\_\_\_\_
4. Were there problems with the candidate's approach? \_\_\_\_\_
5. How did the candidate perform in a stressful situation? \_\_\_\_\_
6. Were there problems with the candidate's attitude particularly to those of the opposite sex? \_\_\_\_\_
7. Did the candidate have problems in working with fellow employees and or young people they were guiding? \_\_\_\_\_
8. Was there an incident or incidents that caused problems? \_\_\_\_\_
9. Were the employee/volunteer's services terminated for unacceptable behaviour? \_\_\_\_\_

*Fill in the appropriate left three columns of answers on the next sheet. If the results are in any way inconclusive, phone all of the other referees and fill in the three columns to the right. Make a final overall judgement on the candidate based on these results and the interview results.*

Very Suitable  Suitable  Suitable with more guidance  Unsuitable   
Date Date Yes No

**Counsellor(s)/Volunteers advised their offer of assistance is**    
Accepted Refused

By \_\_\_\_\_  
Name Date

**Counsellor(s) or Volunteer Reference Results** \_\_\_\_\_  
 Name(s)

C O U N S E L L O R	Question Number	1st Referee	2 <sup>nd</sup> Referee	3 <sup>rd</sup> Referee	4 <sup>th</sup> Referee	5th Referee	6th Referee
	1						
	2						
	3						
	4						
	5						
	6						
	7						
	8						
	9						

\_\_\_\_\_ Name(s)

A S S E S S M E N T C O U N S E L L O R	Question Number	1st Referee	2 <sup>nd</sup> Referee	3 <sup>rd</sup> Referee	4 <sup>th</sup> Referee	5th Referee	6th Referee
	1						
	2						
	3						
	4						
	5						
	6						
	7						
	8						
	9						

\_\_\_\_\_ Name(s)

V O L U N T E E R	Question Number	1 <sup>st</sup> Referee	2 <sup>nd</sup> Referee	3 <sup>rd</sup> Referee	4 <sup>th</sup> Referee	5th Referee	6th Referee
	1						
	2						
	3						
	4						
	5						
	6						
	7						
	8						
	9						

Fill in three columns to the right only if results to left are not conclusive

- **Ensure document confidentiality –**
- **The Club protection Officer is to keep all CL 3 forms for five years after the student's exchange year. Should a counsellor or volunteer continue to be involved for a second or more consecutive year(s) their forms should be maintained for five years after the final year of their involvement**
- **Forms should then be destroyed.**