

VIP Programme Volunteer Interview

Position Applied for:		Overall Rating	
Candidate's Name:		TMS ID	
Date & Time of Interview:		Photo ID	Y/N
Interview Representative:		Region	

<p>There are five sections to this evaluation. Each answer is rated by the interviewer based on the response. This form is to be handed in at the end of the interview. If you require clarification on any questions please ask for assistance.</p>	
<p>1) Operational Questions</p>	
<p><u>Tournament dates are September 9 – October 23, 2011</u> Volunteers are asked to commit to a minimum number of volunteer days across the above period.</p> <p>Are you able to work the required days for your region?</p> <p><input type="checkbox"/> 9 days Auckland <input type="checkbox"/> 7 days Wellington / Christchurch <input type="checkbox"/> 5 days All other Regions</p> <p>Are you able to work in another region if required? <input type="checkbox"/> Alternate region _____</p>	
<p>Additional Availability In addition to the above days do you have extended availability beyond the tournament dates & able to commit to more than the minimum days?</p> <p style="text-align: center;">YES / NO</p> <p>Please indicate between which dates you are available. (Approximate i.e. July – Nov 2011) Start: Finish:</p>	
<p>Some roles require standing for 3 to 4 hours at a time. Are you able to stand for long periods of time?</p> <p style="text-align: center;">YES / NO</p> <p>Comments:</p>	

2) Values Match	
Why do you want to volunteer for RWC2011? What does it mean to you?	
3) Customer Service	
Can you give me an example of when you have delivered excellent customer service, or what you consider to be excellent customer service?	
4) Leadership	
<p>Would you be comfortable in a leadership role, possibly supervising other volunteers?</p> <p style="text-align: center;">YES / NO</p> <p><i>*If indicates NO, move onto the Functional area questions</i></p>	
<p>What is the largest number of people you have supervised? (please circle)</p> <p style="text-align: center;">None 1-5 10-15 30+</p>	
<p>While volunteering as a Team Leader you notice an unhappy spectator talking to a volunteer you are responsible for supervising. How would you approach this?</p> <p>A. Intercept and assess the situation B. Remain available for assistance if called by the volunteer C. Monitor from a distance, intercept if required and debrief with the volunteer</p>	
As a Team Leader, you notice a volunteer is uninterested in their assigned post. How would you approach this?	

5) Functional Area Questions	
<p>Which VIP Programme role would you prefer to work in (please tick):</p> <p><input type="checkbox"/> VIP Airport Host</p> <p><input type="checkbox"/> VIP Administrator</p> <p><input type="checkbox"/> RWC Club Host</p> <p><input type="checkbox"/> VIP Hotel Host</p> <p><input type="checkbox"/> VIP Match Day Host</p>	
<p>What is your understanding of who a VIP would be at RWC 2011?</p>	
<p>How will you greet/react on meeting a global high profile personality who is well recognised and well known?</p>	
<p>How would you handle a request from a VIP that you know conflicts with RWC 2011 policy or procedures? How do you respond to him/her?</p>	
<p>How do you take instruction and pressure and do you see yourself as flexible?</p>	
<p>Are you aware of the discretion/confidentiality required to work with VIP clients? Are you willing to undertake protocol training?</p>	

Thank you for taking the time to attend this interview

Office use only

Results	
Values Match	
Customer Service	
Leadership	
Functional Area Questions	
Sub Total	
Total Score (/ 12)	