Southern Arizona VA Health Care System (SAVAHCS)

Volunteer Skills & Interest Assessment

This assessment is intended to gather information to assist with selecting a Volunteer Assignment that will be mutually beneficial.

Name: _____ **Date:** _____

Address: _____ **Primary Phone#:** _____

City: _____ **Zip:** _____ **Other Phone #:** _____

E-mail: _____

Reason you want to volunteer at SAVAHCS: _____

_____

Circle all that apply: For information only.

- ☐ Retired
- ☐ Part Time Job
- ☐ Full Time Job
- ☐ Student
- ☐ Veteran
- ☐ SAVAHCS Employee
- ☐ Former SAVAHCS Employee
- ☐ Other:

Please rate your skill level for each task:

(-3) Please don't make me do this I do not enjoy it. (0) Neutral/or No Experience (3) I'm good and I know it!

Answering Phones	-3	-2	-1	0	1	2	3	3
Record Filing	-3	-2	-1	0	1	2	3	3
Copier/Printer	-3	-2	-1	0	1	2	3	3
Reception Desk	-3	-2	-1	0	1	2	3	3
Mass Mailing	-3	-2	-1	0	1	2	3	3
Organization Skills	-3	-2	-1	0	1	2	3	3
Customer Service	-3	-2	-1	0	1	2	3	3
Cashier/Sales	-3	-2	-1	0	1	2	3	3
Teaching	-3	-2	-1	0	1	2	3	3
Public Speaking	-3	-2	-1	0	1	2	3	3
Writing/Editing	-3	-2	-1	0	1	2	3	3

Data Entry	-3	-2	-1	0	1	2	3	3
Microsoft Word	-3	-2	-1	0	1	2	3	3
Microsoft Outlook	-3	-2	-1	0	1	2	3	3
Microsoft Excel	-3	-2	-1	0	1	2	3	3
Microsoft Access	-3	-2	-1	0	1	2	3	3
Microsoft Power Point	-3	-2	-1	0	1	2	3	3
Typing	-3	-2	-1	0	1	2	3	3
Transcribing	-3	-2	-1	0	1	2	3	3
Dispatching	-3	-2	-1	0	1	2	3	3
Human Resources	-3	-2	-1	0	1	2	3	3

Other/comments: _____

Rate the following based on your ideal volunteer placement environment and duties:

(-3) Please don't make me do this I do not enjoy it. (0) Neutral/or No Experience (3) I'm good and I know it!

Sedentary/Sitting	-3	-2	-1	0	1	2	3	3	Quality Management	-3	-2	-1	0	1	2	3	3
Standing	-3	-2	-1	0	1	2	3	3	Part of a Team	-3	-2	-1	0	1	2	3	3
Walking	-3	-2	-1	0	1	2	3	3	Solitary/Small Group	-3	-2	-1	0	1	2	3	3
Lifting	-3	-2	-1	0	1	2	3	3	Office Environment	-3	-2	-1	0	1	2	3	3
Driving/Transport	-3	-2	-1	0	1	2	3	3	Patient Interaction	-3	-2	-1	0	1	2	3	3
Equipment Supply	-3	-2	-1	0	1	2	3	3	Quality Management	-3	-2	-1	0	1	2	3	3
Recreation (board games, bingo, puzzles	-3	-2	-1	0	1	2	3	3	Sports (biking, bowling, golf)	-3	-2	-1	0	1	2	3	3

Languages you speak fluently, read, write:

Any other skills or services you would like to have considered when deciding on a volunteer placement.

Thank you for taking time to explore volunteer opportunities at SAVAHCS!