

Appendix 12

NEW MEXICO MAGISTRATE COURT VOLUNTEER PROGRAM

SUGGESTED INTERVIEW QUESTIONS (adapted from *Volunteers in the Courts* by AARP)

1. Why are you interested in volunteering for the New Mexico court system?

2. What experience can you bring to our court?

3. What skills do you have? i.e., typing, word processing, spreadsheet

4. With which software packages are you familiar?
 - WordPerfect Access
 - MS Word PowerPoint
 - Excel Windows

5. Are you willing to learn computer skills and/or new software?

6. Are you willing and able to commit to certain days and times?

7. Approximately how many hours per week will you be able to work?

8. Do you have experience working with the public?

9. How do you/would you respond to difficult clients/customers?

10. This court can become a very busy, hectic place. Will that be a problem for you? How do you handle stress?

11. Have you been a volunteer before? If so, where?

12. If you have been a volunteer, what do you like best about volunteering? What do you like least?

13. When would you be able to start?

DESIRABLE CHARACTERISTICS OF VOLUNTEERS

- Ability to communicate effectively
- Positive attitude
- Good interpersonal skills
- Interest in and understanding of co-workers
- Understanding of diversity of people in the court
- Nonjudgmental personality
- Ability to commit to program time requirements
- Ability to adjust to court rules, policies, and procedures
- Positive belief in judicial system and government