



University of Michigan
Health System

VOLUNTEER INTERVIEW CHECKLIST

ALL items on the checklist are required for your interview. You will forfeit your appointment if your materials are incomplete.

_____ [Volunteer Application](#)

_____ Two (2) [Reference Forms](#). These must be completed by individuals who have known you for at least 6 months and who are not related to you. (*References may be mailed, faxed or hand-carried to Volunteer Services. If sent, it is your responsibility to ensure they arrive before your scheduled interview. If hand-carried, they must be in sealed, initialed envelopes.*)

_____ [Authorization for Criminal Records Check](#)

_____ Original and photocopy of a valid Driver's License, State ID or other photo ID

_____ Immunization Documentation:

- Measles, Mumps and Rubella (MMR) vaccination or written proof of having had the diseases (applies only to those born after 1956)
- Tetanus, Diphtheria and Pertussis (TDAP) vaccination(s)
- Varicella (chicken pox) vaccination or written proof of having had the disease
- Seasonal flu shot (UMHS will provide, if needed, at the time of your interview)

_____ Documentation of a negative TB test within the past six months (UMHS will provide, if needed, at the time of your interview)

_____ Health Insurance Card, if applicable

_____ UMHS Registration Card, if applicable

_____ Top three placement choices (see [Volunteer Placement Opportunities](#))

- 1.
- 2.
- 3.

_____ College Students:

- Confirmed class schedule
- UM ID (applies to UM students only)

_____ High School Students:

- Work Permit, obtained from school
- Parent/legal guardian must accompany a 16 or 17 year old student to interview

If you have any questions, please check our [website](#) or contact the Volunteer Services Office.

Volunteer Services Department
L2616 Women's
1500 E. Medical Center Drive
Ann Arbor, MI 48109-5237
734-936-4327
www.med.umich.edu/volunteer
umhs.volunteer@umich.edu