



**University of Michigan
Health System**

Volunteer Services Department

VOLUNTEER INTERVIEW CHECKLIST

Thank you for your interest in being a University of Michigan Health System Volunteer! Please read the enclosed Volunteer Information Packet containing information about the various volunteer opportunities and an application. *Volunteers must be a minimum of 16 years old. We require that volunteers give a minimum of a six (6) month commitment to the Hospitals and Health Centers. There is a special summer-only program for high school students.*

To aid you in preparing the materials for your interview, a check list is provided below for your use. *The materials on the checklist are required for the interview and must be with you when you meet with the coordinator. You will forfeit the interview if there are missing materials.*

- _____ Completed Application
- _____ Reference Check forms completed by two different individuals not related to you. *(You may either hand-carry or have the form faxed or mailed to Volunteer Service. However, if faxed or mailed, it is your responsibility to ensure that the forms arrive before your scheduled interview.)*
- _____ Original and photocopy of your valid Driver's License or State ID, or other picture ID if neither of these is available
- _____ Documentation of Measles, Mumps and Rubella (MMR) Immunization (If you were born after 1956.)
- _____ Documentation of negative TB test within the past six months or a recent chest X-ray. If needed, a TB test will be provided at the time of the interview. For volunteers under age 18, parental permission is required for the TB test.
- _____ College Students: Confirmed class schedule and UM ID if a UM student
- _____ High School Students: Work Permit from school and a parent or guardian must accompany the student to the interview if the student is not 18 years old
- _____ Health/Medical Insurance Card (if applicable)

Once you have read the enclosed materials, completed the application and compiled all of the materials on the check list, please call the Volunteer Services Office at 734-936-4327 to schedule your interview. If you have any questions, please feel free to contact the office.

**Volunteer Services Department
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