

VOLUNTEER INTERVIEW CHECKLIST

IMPORTANT!

- Once you have a confirmed Interview Appointment scheduled, please complete the Application online. The application includes a Criminal Records Check Authorization form.
- **Bring ALL of the following items on this checklist to your Interview Appointment.**
- **Please allow 2 hours for your Interview Appointment.**
- **All appointment times fill, so rescheduling your Interview Appointment is not possible!**
- **If you are late or your materials are incomplete, you will forfeit your appointment!**

Two (2) Reference Forms

Each reference form must be completed by an individual who has known you for at least 6 months. No relatives, please. References should be returned to you in a sealed, initialed envelope. Bring them with you to your Interview Appointment.

Driver's License, State ID, or other photo ID – Bring the original and a photocopy of the document.

UMHS Medical Record Number (MRN) – Call the Registration Office at 734-936-4990 to obtain this number.

MRN #: _____ (9 digits). Bring your MRN to your appointment.

Immunization Documentation – Bring written proof of having received the following immunizations, or having had the disease:

- **Measles/Mumps/Rubella (MMR) Vaccination**
- **Diphtheria/Tetanus/Pertussis (TDAP) Vaccination(s)**
- **Varicella (Chicken Pox) Vaccination**
- **Tuberculin (TB) Skin Test**** – Documentation of a negative TB test within the past 12 months
- **Seasonal Flu Shot**** (required during Flu Season only)

***UMHS will provide a TB Skin Test and/or Flu Shot (during flu season) at no charge during your interview Appointment.*

College/Graduate Students ONLY:

- Confirmed class schedule
- UM ID Badge (U-M students only)

**High School Students ONLY:
(min. 16 yrs old)**

- Parent/legal guardian *must* accompany 16 or 17 year old student to interview

**UM/UMHS Employees:
(Current and Former)**

- UM ID Badge

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

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