



Volunteer Data Management & Clerical Screening Questionnaire

Section 1: Contact & Availability

1. Full Name: _____

2. Email Address: _____

3. Phone Number: _____

4. Weekly Availability & Commitment:

How many hours per week (or month) are you able to commit? _____

What days and times work best for you? (Check all that apply)

- ☐ Weekday Mornings
- ☐ Weekday Afternoons
- ☐ Weekday Evenings
- ☐ Weekend Mornings
- ☐ Weekend Afternoons
- ☐ Remote / Flexible Times

Section 2: Technical & Clerical Skills

5. Software & Tool Experience:

Which of the following tools or programs are you comfortable using? (Check all that apply)

- ☐ Microsoft Excel / Google Sheets (e.g., data entry, basic sorting, filters)
- ☐ Word processing (Microsoft Word, Google Docs)
- ☐ Email management & filing (Outlook, Gmail)
- ☐ Other: _____

6. Data Accuracy & Comfort Level:

On a scale of 1 to 5, how comfortable are you with repetitive data entry, proofreading, and maintaining high attention to detail?

- ☐ 1 — Beginner (Requires guidance and frequent review)
- ☐ 2 — Basic (Comfortable with simple tasks at a slower pace)
- ☐ 3 — Intermediate (Capable of managing steady work accurately)
- ☐ 4 — Advanced (Fast, accurate, and comfortable with volume)
- ☐ 5 — Expert (Extremely high precision, able to audit others' work)

7. Handling Confidential Information:

Data management roles often involve sensitive or private records (e.g., donor data, client files). Are you comfortable signing a confidentiality and data-privacy agreement?

☐ Yes ☐ No

Section 3: Experience & Motivation

8. Prior Experience:

Have you worked in an office, administrative, or data-entry role (paid or volunteer) before? If yes, please briefly describe what you did.

9. Interest & Motivation:

Why are you interested in a data management or clerical role with our organization?
