

TIMEBANK APPLICANT INTERVIEW

(the 1st and 2nd questions are for your information about the applicant, what s/he knows and expects)

How did you hear about the Timebank?

What would you like to get out of your Timebank (TB) experience (getting to know more neighbors, having more access to resources, helping people)?

How much time would you like to spend on TB activities? [stress that this is largely self-regulating depending on if member replies to offers and requests] Hrs per week or per mo.

IF APPLICANT DID NOT SIGN UP ONLINE: Enter all information in fields provided from “Add new member” (graphic with red plus sign)

Days of week and time of day available: [fill in online calendar – mark all possibilities]

Contact via e-mail, telephone or cell phone and numbers; best time to contact. [enter info into profile – best way/time to contact goes in 'notes']

Complete member survey – member can give answers verbally or enter themselves

FOR ALL INTERVIEWEES:

___ Show how to enter, edit, stop/archive offers and request (from 'my account' then 'my services').

___ Show how to find service offers and requests (from 'give and receive' page) and reply to them.

Encourage active participation in responding to offers and requests.

___ Show how to enter hours (from 'My hours' page).

___ Show where to find the web manual and the informational site (on 'community' page).

IF MEMBER DID NOT SIGN UP ONLINE:

___ Add member's email address if they didn't sign up online (from 'edit personal info' on member's profile page)

___ If member did NOT sign up online (you created their entire account at this meeting) Click 'Change password' and have member enter a password.

FOR ALL INTERVIEWEES:

___ Check 'guardian angel' box if member is under 18 or has other restrictions (on 'edit profile' page)

FOR ALL ONLINE MEMBERS (those with email): LOG OUT, THEN HAVE NEW MEMBER LOG IN WITH OWN EMAIL AND PASSWORD

Enter offers and requests by clicking 'add offer' or 'add request' from the member's “My Services” page. To add subsequent offers/requests click the back arrow twice to return to the form. Below are sample questions to help flesh these out.

OFFERS:

If you're offering a skilled service, are you also interested in teaching that skill?

Are you open to a standing commitment or would you prefer to do it occasionally?

What kind of experience do you have in a given area? Do you have credentials that set you apart? Do you particularly enjoy an activity? If so, indicate that so people will be more likely to ask you.

Are you willing to provide this service to anybody or just those unable to do it themselves because of age or physical ability?

REQUESTS:

Do you need this service right away? If so, write 'as soon as possible' in the 'availability' window. If not, either wait to post the request until needed or (if you want to find the right person in advance) write 'as needed' or indicate the time you expect to need the service.

Do you need someone with professional experience?

Do you need someone on a regular basis or just occasionally?

___ Check CCAP (<http://wcca.wicourts.gov/index.xsl>) and Sex Offender Registry

(<http://offender.doc.state.wi.us/public/>) (if there is any violent felony history deactivate membership and contact Timebank Director to finish process – member will not be prohibited from participating unless they have a child sexual assault conviction, but it will be up to the Director to determine appropriate participation level)

___ Invite to next orientation meeting/Welcome Event

___ Present Member Hand Book + service exchange report; explain basics