

Interview Guide

SAMPLE

AmeriCorps Tallahassee Interview Guidelines Sections of this interview guide were adapted from the Hands On Atlanta Interview Section, Chattanooga Family Service Corps, CNS Recruitment Handbook, and input from community partners and AmeriCorps Tallahassee corps Members.

To the Interviewer

Thank you for participating in the selection process for the AmeriCorps Tallahassee program. Before the interview takes place, please read through this packet of information as well as pages 18 & 19 of the Corporation Recruitment Handbook. As you are interviewing candidates, keep the following characteristics in mind as the ideal AmeriCorps Tallahassee Member:

- Energetic
- Committed to National and Community Service
- Mature
- Hard-Working
- Self-Motivated
- Team Player
- Positive
- Strong Communication Skills

The individual interview should last approximately 30-40 minutes. Here are some suggestions to facilitate the interview.

- 1) Take a few moments to scan the questions and familiarize yourself with the questions.
- 2) Take a few moments to familiarize yourself with the applicant's application and personal motivation statement. Note something to use from their background that will help put them at ease during the interview.
- 3) Attempt to ask as many of the questions from each of the topic categories. Make sure you write down the applicant's responses. At the end of the interview score your candidate without discussing it with your interview partner. Indicate any comments on your scoring sheet.
- 4) There are no right or wrong answers. Approach to answers is the key.
- 5) Watch your body language. This may discourage the applicant.
- 6) Timeliness is very important. Make sure you do not go over the 40 minute time.
- 7) Have fun with the interview

Throughout the interview, look for the commitment level of the applicant. While the interview is to add to the totality of your information to make a responsible decision, keep in mind that the interview represents one brief exposure to an applicant who may not have developed good interview skills or may be having a bad day. Some cues to look for are: Have responses to questions been clear and thoughtful? How much work and what kind of volunteer experience has the person had ?

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*What has the applicant's previous commitments been ?

*Has the person given examples of persevering in the face of obstacles ?

*Have responses to questions been clear and thoughtful ? Interview Structure

Begin by introducing yourself and letting the applicant know that the end of the interview will be set aside for any of the candidate's questions.

State the overall purpose of the interview; to provide information about our program and to learn more about the applicant.

State the program's mission and the benefits for the Members. Hand the applicant a "Day in the Life of a Corps Member" sheet. Stress the AmeriCorps, philosophy and its commitment to service. Discuss the common goals of all AmeriCorps programs- Getting Things Done, Strengthening Communities, Expanding Opportunity, and Encouraging responsibility. AmeriCorps is not a jobs program. Discuss the specific hours of service and training involved.

Explain to the applicant that the interviewer's will be taking notes and the interview will not last more than 40 minutes.

Closing the Interview

After you have asked all interview questions, do the following:

Explain to promising candidates how their qualifications match what you are looking for. Be specific with what you tell the candidate.

Inform the applicant the last day of interviews is on August 15th. At this time we will make final decisions upon approval of the school principal and our lead agent United Way. They will hear a response by August 18th.

If they do receive an offer with the corps, they must pass a background check performed by the school board. If they do not pass, they are not eligible to be a corps Member.

Thank the applicant for coming in and let them know we look forward to talking with them again.

Complete the Rating Form using any notes from the interview.