

Interview Questions

SAMPLE

Remember to ask open-ended questions.

“Tell me about a time when (HFH situation that you might expect the person to encounter at your affiliate).....”

“Describe a typical day for you.” Offer what a typical day at your affiliate might be.

“What is your experience with (age group, income level, ethnicity, job duties)...?”

Describe (the affiliate’s) your management style). Ask the applicant to describe how they would work within that system.

Describe their position. Ask what ideas they have to accomplish the goals.

Describe the community -- services/entertainment/recreation available, housing cost/location/description, weather, office description.

“What do you hope to accomplish/work on during your VISTA year?”

Be truthful and inviting. Often, VISTAS are choosing between diverse projects and will ultimately choose the one that best fits their desires/needs.

Job Descriptions

SAMPLE

Key Concepts:

**RECRUIT, TRAIN, ORIENT, TEACH, FACILITATE
DEVELOP, EXPAND, INCREASE, CREATE, ESTABLISH
PLAN, COLLABORATE, PROVIDE RESOURCES OR INFORMATION
RESPONSIBLE, DESIGN SYSTEMS, DOCUMENT, ORGANIZE
PROJECT, TEMPLATES MANUALS OR INSTRUCTIONS, COORDINATE**

For example,

- Recruit and train site supervisors, NOT supervise.
- Produce a special event AND write a “how to” for next year.
- Assist committee with finding more volunteers, NOT perform committee work.
- Establish committed relationship with in-kind donors, RATHER THAN seek one-time donations.
- Establish a template, procedure and editor to produce newsletter, NOT write, edit and mail newsletter.
- Assign mini-functions within committees, NOT be solely responsible for reminders, minutes, and agendas.
- Speak in the community AND take someone else along as a presenter-in-training.
- Establish “how to” procedures and train volunteers to enter data NOT update database.

On-the-Job-Orientation

meet key people: board, committees, government/other agencies, homeowners

*** Projects: homeowners photos/bios, board grid, thank volunteers/donors*

learn HFH information: general HFH, AOM, minutes, affiliate publications

*** Projects: compile list of board policies, demographics on homeowners, work on site, stati standardized newsletter template, document office procedures*

become aware of the community

***Projects: windshield survey, directory of services, affordable housing statistics, house tour, visit library or other agencies with relevant information, represent HFH at community meeting*

understand role

*** Projects: set short- and long-term goals, review expectations with supervisor, write newsletter or newspaper article, speak to board or key committees*