

<<Program Name>>
Candidate Interview and Rating

Candidate's name: _____

Date: _____ Interviewed by: _____

QUESTIONS

Category 1: Dedication to <<Program mission>>

1. What experience have you had working with <<Program population>>? Why do you want to continue working with <<Program population>>?

2. What are the most important qualities you will need to work with <<Program population>>? Why? Do you think you possess these qualities? What part of the work will be challenging for you?

Category 2: Commitment to Service

3. Describe a time when you have had a positive community service experience. What was most rewarding about the experience?

4. Describe a time when you have felt challenged, discouraged or frustrated when performing community service. How did you handle those feelings? What do you consider to be the three most challenging aspects of community service?

5. Have you previously participated in another AmeriCorps program? When? Tell me about the program.

Category 3: Professionalism

6. If we talked to your friends and employers, how would they describe your strengths? How would they describe an area where you could improve?

7. What organizational skills will you use to budget your time effectively?
8. Why are you willing to make this commitment? What do you hope to gain from your term of service?

Category 4: Teamwork

9. Tell us about a time when you had to motivate or excite others about a project, team, or event. How did you make this happen?
10. Have you worked on a team where conflicts have arisen? Please describe these conflicts. How did you address them?

INTERVIEWER REACTION

Please provide your reaction and any helpful comments regarding the candidate:

CANDIDATE RATING

Please rate the candidate on the following statements using a scale of 1 to 4:

1 = unacceptable; 2 = potential "red flag"; 3 = demonstrates clear potential; 4 = obvious strength

- _____ *Dedication to <<program mission>>*: The candidate conveys a strong interest in working with << program population>>.
- _____ *Commitment to service*: The candidate is able to work with people from diverse backgrounds and has enthusiasm and a positive attitude toward working with others.
- _____ *Professionalism*: The candidate is able to take initiative and shows a promising amount of maturity, good judgment, and dependability.
- _____ *Communication*: The candidate expresses himself/herself well and seems able to communicate effectively in various settings (with staff members, <<program population>>, and other Corps members).
- _____ *Teamwork*: The candidate seems open to learning, working on a team, and being managed by other members of the organization.

NEXT STEPS

Based on this interview, please determine a course of action.

- Do not select this candidate as a <<Program Name>> member.
- Consider this candidate as a <<Program Name>> member.
- Collect more information. Call the references provided on candidate's application.

Reference Checks

Note: When you contact references, call with specific questions based on concerns raised in the application or during the interview.

Reference 1	Reference 2
Name: Phone: Date Called:	Name: Phone: Date Called:
Notes:	Notes: