Phone Interview Checklist

Applicant: _____ **Interviewer:** _____

Date: _____

Checklist of understanding:

- ☐ Read and understands the list of requirement for completing a year of service
- ☐ Has basic understanding of the program
- ☐ Understands location of the placement, basic demographics of the community, transportation options
- ☐ Understands the benefits: stipend; healthcare; childcare, if eligible; ed award; loan forbearance & interest paid; training
- ☐ Realizes that AmeriCorps = leadership development & service (*an experience*, NOT a regular job)

Check-off requirements: These are "enrollment stoppers" and people cannot join AmeriCorps without these in place:

- ☐ Are you a U.S. citizen or permanent resident? Do you/can you have necessary documentation to demonstrate that by your enrollment date?
- ☐ Do you have or can you get a social security card by enrollment?
- ☐ Do you have a high school diploma or GED? If not, do you agree to get one before the end of your service? (All members serving as tutors must have a high school diploma.)

Interview Questions

1. Tell me about yourself. What do you expect to gain from a year of national service as opposed to a traditional job experience? *(level of commitment & interest)* _____
   - What are the benefits (and drawbacks) of being a volunteer worker? _____
   - Why is this the right time in your life to do national service? _____
2. What experiences have you had that prepare you to work with low-income children and/or in public schools? *(overall experience & interest in our program's work)* _____
   - (If this wasn't answered in the previous question:) What motivates you to do service in a poor community? *(team/cultural competency, commitment, open to learning)* _____
4. You will be working with a team of people who have different backgrounds and experiences than your own (class, race, sexual orientation, etc). You will often need to work together to achieve a common goal. At times, this will be challenging. How will you respond to these challenges when they occur? *(team/ cultural competency)* _____

5. **Scenario:** You've been working with the same group of students, every day for two weeks. During this time they have reached the goals you have set and have proven to be stellar readers! To reward their hard work, you are giving them an "easy day" and letting them color paper books that they can bring home. You tutor in the hallway so teachers, staff, and other students pass by often. You receive an e-mail the next day from your supervisor, whom you seldom see, letting you know that they are displeased with the fact that you are "just playing and coloring during work time." How do you address this situation? *(adaptability, openness to learning & self-growth, self-motivation)* _____

6. What are two skills you bring to service and why do you feel they are valuable? (*commitment, self-growth)* _____

7. What are two skills you hope AmeriCorps will help you build and how do these relate to your future goals? _____

8. A year as an AmeriCorps member will be intense, and your living stipend is below-minimum wage. AmeriCorps members are often stressed for time, have a long commute, are maneuvering food stamps and other poverty assistance programs. For people who move here, isolation from family and friends can be challenging. If you have other commitments such as children, school, or work, the demands of an AmeriCorps position will take time away from those commitments. Why do you want to take on this position, and what support systems to you have in place to help you complete a full 10 ½ months of service (or a year for VISTA)? *(level of commitment)* _____

9. On a scale of 1 to 10, please rate your level of interest in this program (1 being "not at all interested" and 10 being "more than anything I've ever wanted"). _____

10. This position requires 1) a National Sex Offender Registry check and 2) either a state criminal registry check or an FBI fingerprint check. Do you think anything will come up when these checks are run? No: ☐ Yes: ☐

If yes, explain: _____

11. Is there anything else you would like me to know about you or that you came prepared to talk about in this interview? _____

12. Do you have any questions? _____

13. How did you hear about this program? _____