



Reviewer 1 _____

Reviewer 2 _____

Average Score:

AmeriCorps Member Interview

Applicant Name: _____

Date: _____

Interviewer Name: _____

*READ **Before we get started we want to let you know that this interview is designed so that each question will enable you to elaborate on your past experiences, as such we ask that you keep each answer concise.*

*Tell us what you know about **Insert Program Name** and what you know about AmeriCorps.*

1. **Review the Position Chart** - Do you have any questions about the living allowance or education award?

Review the Program Calendar: Discuss intensity of program and areas that are very important to a year of service and are a part of the AmeriCorps commitment:

PROGRAM CALENDAR:

- ◆ **Mandatory** New Member Orientation
- ◆ **Training Days** occur once a month
- ◆ **Service Projects:** 3 mandatory service projects & events

2. Do you have any questions or concerns regarding this information? Is there anything that would prevent you from fulfilling the duties of this position between the hours of 7:30 a.m.?
– 4:30 p.m.?

General/Motivation:

3. How did you learn about our program? Are you applying or planning to apply to any other AmeriCorps programs?
4. How do you believe joining AmeriCorps will help you achieve your goals for the future?
5. Why are you choosing to join a program that focuses on tutoring and mentoring young people?



Initiative:

6. This program thrives on the ability of its members to initiate projects and activities. Tell us what “initiative” means to you. What are some ways you have demonstrated initiative in the last year or so?

7. In the past, how have you started up a new relationship with an individual you were assigned to, or volunteered to help?

Dedication:

8. Tell us about a situation in which you had to break a commitment and why.

9. What types of rewards are most meaningful to you?

Maturity:

10. Tell us about a situation in which you were required to follow strict policies and procedures even when you disagreed with them.

11. Describe a time when you were able to maintain your self-confidence in the face of uncertainty, change, and adversity.



Teamwork:

12. What do you think contributes most to successful working conditions? Why do you feel this way?

13. Tell us about a time when you had to work with a team member who did not have the same work ethic as you.

Working with “at-risk” Youth:

14. Working with youth can be challenging. In your experience, what makes them so challenging?

15. Our AmeriCorps Members work with youth who are considered to be at-risk of dropping out of school. What do you think are some of the struggles and issues these youth may be dealing with?

Problem Solving Skills:

16. Describe a professional situation which frustrated you. What steps did you take to accomplish your objective(s)?

17. Why do you think flexibility is an important quality for success in this program? How do you manage conflicting or complicated scheduling?

18. As a mentor you will be expected to manage and adapt to challenging situations and unexpected problems. In the past how have you handled unexpected challenges? What kind of challenges would you anticipate in this position?



Boundaries:

19. What steps do you take to establish a positive relationship with others?

20. We have a policy that staff and AmeriCorps members do not share personal phone numbers and e-mail with students, meet with students outside of scheduled events, or continue their relationship with students once they are no longer employed or serving with us. Why do you think this policy is in place?

Confidentiality:

21. As a caring adult in their life a student may feel comfortable telling you lots of personal “stuff.” We provide a safe place where students can feel free to tell us anything, and we assure them we don’t share what they say. However, can you think of some situations when you think it would be necessary to share confidential information about a student?

Supervision & Professionalism:

22. Our program has high expectations for both members and staff. Each week members will meet with their supervisor and have the opportunity to ask questions and receive feedback. In the past, how have you reacted to supervisor feedback about your areas for growth?

23. Tell us about a time when you had to push yourself to improve. How did you know you needed to improve and what motivated you?



Interview wrap-up questions:

1. Would you prefer to work at the elementary or middle school level **and** why?
2. Do you live in North, South, or Central Austin, or Hays County? (circle one)
3. Do you have any questions about our program, or is there anything else you would like to share with us?

Reminders:

* **If granted a 2nd interview**, it will take place at the campus site with the site supervisor.



Interview Rating Form

Please rate the applicant based on the following system. Please remember, do not discuss this with your interview partner. We need your response to the candidate.

1) Unacceptable- Question not answered/ red flags 2) Below Average- red flag/ trainable 3) Average- General understanding/ common answer/definitely trainable	4) Above Average- Good understanding/ good knowledge 5) Outstanding- Excellent understanding/ clear knowledge.
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1. General/Motivation (Questions 3 - 5)

Ability to describe their personal reasons for joining AmeriCorps and what their strengths and weaknesses are.

1 2 3 4 5

2. Initiative (Question 6 & 7)

Ability to show initiative in previous workplace settings.

1 2 3 4 5

3. Dedication (Question 8 & 9)

Ability to show commitment to a project.

1 2 3 4 5

4. Maturity (Question 10 & 11)

Ability to show maturity in a workplace setting.

1 2 3 4 5

5. Teamwork (Questions 12 & 13)

Ability to show an understanding of teamwork skills.

1 2 3 4 5

6. Working with “at-risk” Youth (Questions 14 & 15)

Awareness of educational issues and ability to adapt leadership in different situations.

1 2 3 4 5

7. Problem Solving Skills (Questions 16 - 18)

Ability to problem solve and operate in various situations.

