

THE INTERVIEW



Please:

- Review legal/illegal questions prior to the interview
- Make sure the candidate is aware that information provided in the interview will be shared with VHCB AmeriCorps.
- Provide interviewee with a copy of the position description (be sure to use the most updated position description found on the [VHCB AmeriCorps website](#)).
- Be sure to ask the candidate the following mandatory questions and document their responses to be submitted with the interview notes.

Mandatory Questions

To ensure the candidate is good fit and adequately informed that this is an AmeriCorps position, about the expectations, and the compensation, please ask all of the following questions:

1. *This is an AmeriCorps National Service position with the Vermont Housing and Conservation Board. Tell us about your familiarity with AmeriCorps/National Service.*
(If candidate is not aware of how AmeriCorps is distinct from a traditional job, please inform them. i.e. living allowance/education award, AmeriCorps guidelines/prohibited activities, participation in AmeriCorps events, and commitment to the spirit of service.)

2. *The full time living allowance is \$26,000 (\$13,765 HT/\$6,880 QT) and is paid out in even increments, every two weeks, throughout the term, or approximately \$1,083 before taxes every two weeks. In addition, Members will receive a \$300 monthly housing allowance. Members are eligible to receive health insurance in which the entire premium is covered by the program, are eligible for federal school loans forbearance, and will receive an education award at the end of the service term. Will this be feasible for you over the course of the service term?*



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3. VHCB AmeriCorps has the following requirements for all its members. They include the following:

- Ability to travel to various parts of the state for trainings and events at least once a month. Mileage is reimbursable and the program will assist with carpooling.
- Timely and complete submission of quarterly reports, electronic timesheets, evaluations, and other paperwork. Training on how to complete these items will be provided.
- Completion of an Independent Service Project – guidance is provided by the program.
- Commitment to fulfill Member Agreement (term dates and responsibilities) in a spirit of open-mindedness, collaboration, perseverance, and desire to learn.

Are you able to fulfill these expectations? Please share if there are any potential barriers that may inhibit your ability to do so.



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INTERVIEW EVALUATION (optional) For AmeriCorps Candidates



Candidate's Name _____

Interviewer(s) _____

LIFE EXPERIENCE/VOLUNTEERISM:

UNDERSTANDING OF TASKS REQUIRED

COMMUNICATION SKILLS

MOTIVATION/FUTURE PLANS

MATURITY/PERSONABILITY

COMMITMENT

BALANCE BETWEEN SELF-STARTER/INDEPENDENT AND TEAM PLAYER



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OVERALL IMPRESSION:

Follow-up questions for reference check:

NOTES:



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VHCB AC PHONE REFERENCE CHECK



Applicant Name: _____ Date: _____

Reference Name: _____ Interviewer : _____

*This is an optional template. Host Sites may use their own form/questions to conduct phone checks.

****At least One phone reference check is required****

QUESTION	REFERENCE RESPONSE
How long (have you known/did you work) with the applicant? In what capacity / what was/is your relationship to the applicant?	
In what ways did the applicant's performance meet your expectations and requirements? Exceed? Not meet?	
What do you consider to be the applicant's key strengths?	
What areas does the applicant need to develop? What kind of support would the applicant need to do a good job?	
Can you speak to the applicant's commitment as a "volunteer"/ community servant?	
Would you rehire? If not, why?	
The position applied for requires: Do you believe the applicant would be qualified for this position? (Or, in what way is the applicant suited to this	



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QUESTION	REFERENCE RESPONSE
position? In what areas, if any, do you have reservations about his/her abilities/qualifications?)	
How would you rate the applicant on the following items:	
Ability to be a team player (puts team's goals ahead of self interest)	
The ability to take initiative, follow through and persevere to generate results; self directedness, creativity	
Communication and interpersonal skills, in person and on telephone (ability to cope with difficulties, conflict resolution skills, professionalism, attitude, etc...)	
Integrity, Reliability, and Trustworthiness	
Overall enthusiasm	
As I consider her/him for this position, is there anything else I should know that will help me help this person succeed?	
Additional Remarks:	

Member Selection Checklist



To select a member, please return this completed form along with **all** required supporting documentation. *VHCB AmeriCorps will inform the applicant that she/he has been selected for service.*

Name of Applicant: _____

Host Site Organization: _____

All AmeriCorps applications received will be kept on file at the VHCB AmeriCorps office, and will not need to be included with this form.

Check Here	Item
	AmeriCorps Application (VHCB maintains applications that come through the online AmeriCorps Portal, they need not be returned with this form.)
	Two Letters of Recommendation: Please confirm that two letters have been received. (VHCB AmeriCorps maintains letters that come through the online AmeriCorps Portal, they need not be returned with this form.)
	Host Site Notes from Interview; must include VHCB AmeriCorps Mandatory Question responses.
	Host Site notes on phone reference check(s). Minimum of 1 required.
	Candidate is aware that information is being shared with VHCB AmeriCorps Program Staff.
	(optional) Other Materials Included such as cover letter or resume:

