

Member Screening/Interview Evaluation Form

Applicant _____

Date: _____

Interviewed by _____

Time of Interview: _____

INTERVIEW

☐ Yes ☐ No Did you receive the pre-interview packet?

☐ Yes ☐ No Do you have any questions? What position are you interviewing for? _____

☐ Yes ☐ No Where did you hear about our program? _____

☐ Yes ☐ No Have you ever been an AmeriCorps member before? Where? _____

☐ Yes ☐ No **Given your knowledge of the position, are there any tasks that you could not perform?**

RATING SCALE

1 = Not a good match 2 = Poor 3 = Average 4 = Good 5 = WOW!

1. _____ Explain why you are interested in being a member of our team?
2. _____ Please share with us how your background has prepared you for this position. Specifically address any skills you have acquired that are applicable to the following FOUR areas (I can repeat these at any time):
 - Working in teams:
 - Working with students (IP); outdoors (FT):
 - Working with community groups:
 - Coordinating and/or organizing:
3. _____ We realize our program can be challenging – challenging to different people for different reasons. What challenges do you think you will face in this position and how will you address them?
4. _____ **(Please indicate that this is a situational question)**
 - Field Team.** Your team is on a salmon recovery project and is working in groups of three. One member of your group is sitting on the bank while you and the other team member are hauling logs, shoveling gravel, and standing knee-deep in cold water. How do you address this situation?
 - Individual Placement.** *(Tailor this question based on what position they are interested in)* Your placement is in a middle school. You took this placement because there was a great deal of focus on “at-risk” youth (e.g., working with ESL students, truancy, and a naturescaping project). For the last two weeks most of your time has been spent on recess duty and making phone calls and copies for various teachers. How do you address this situation?
5. _____ Name a time when you experienced conflict on a job. Please be specific and tell us how you dealt with it.
6. _____ What does community service mean to you? Please describe your experience working with diverse groups of people.

7. _____ Describe a time when your expectations were not met and how you dealt with it.
8. _____ Overall impression: Is there anything else you would like to share that would help us in making our decision?

Drivers We need to have several drivers per team throughout the service year to break up driver responsibilities. You do not have to be a driver in order to get a position with our organization, but we would like to determine those who are eligible.

In order to be a driver in our program you must meet the following criteria: 21 years of age; valid driver's license; clean driving record; able to produce a driving abstract that will show no more than two moving violations in the past 3 years). You also need to feel comfortable driving a 15-passenger vehicle and willing to take a defensive drivers training class. Do you qualify?

☐ Yes ☐ No

If yes, you will be notified prior to orientation if you have been selected to be a driver.

Commitment The program commitment is __?__. Since our program is so competitive and there are so many people excited about positions with us, please consider all of our program expectations before accepting a placement with us, so that you don't take a position away from someone else.

TOTAL SCORE _____

☐ Field Team Interviews ☐ IP Interviews ☐ Not Good Match

Explanation if necessary:

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- ☐ Yes ☐ No Is applicant of legal age to participate?
- ☐ Yes ☐ No Is applicant a legal, permanent resident?
- ☐ Yes ☐ No Is applicant clear of any legal convictions? (If no, please indicate at the end of the form).

_____ **Overall Rating** based on the following skills: Motivation and Commitment, Flexibility, Maturity, Interpersonal Skills, Productive Capacity, Related Work/Volunteer Experience

Comments: Please list strengths and weaknesses. Note anything that would discourage an interview altogether.