

AMERICORPS' RECRUITMENT AND PLACEMENT SYSTEM (AC*RPS)

USERS' MANUAL FOR AMERICORPS PROGRAMS

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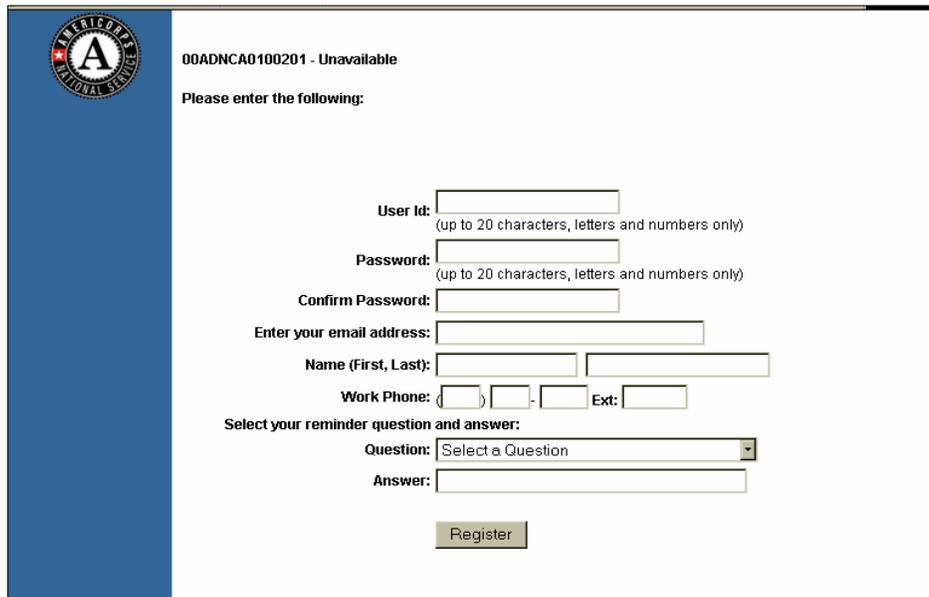
1. How do I log in and register as a user on AC*RPS?

If you are the first person from your program to register, then go to the web and visit this site: www.americorps.gov. Click on “**For Organizations**”, and then click on **Find AmeriCorps Members for Your Project**. At this page click the link, “**To register to use the online recruitment system**”, which will take you to this screen:

Enter either your 14-digit program code (for all AmeriCorps programs other than VISTA) or 8-digit program code (for AmeriCorps*VISTA projects) and press enter. **You must have a valid program code in order to access the AmeriCorps Recruitment System (ACRPS)**. If you don't know your AmeriCorps program code number, or if you are having difficulty following these instructions, please contact the System Administrator at admin@americorps.org for help.



After you click on the enter button in the Program/Project Registration screen you will see the following screen:



Enter the information requested. Then click on the “Register” button. You should immediately receive a message like the example below:

Registration Confirmation

User **admintraining** has been successfully created for **00ADNCA0000000**. Thank you for registering with AmeriCorps On-line Recruitment System.

Now you can use your userID to logon to the [AmeriCorps On-line Recruitment Site](http://www.americorps.gov).

You are now a registered user. Click: [AmeriCorps On-line Recruitment Site](http://www.americorps.gov). It takes you to AC*RPS' home page. You will see the following screen.

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On the bottom left side of this page, under the heading "Registered Users," enter your user ID and password. Now click on the "Log In" button.



The "Log In" button sends you to a screen which identifies your program and gives you four options:

Sample: Welcome "User Name"

- Enter a **New Program Listing**
- Find Prospects
- Review and **select applicants** to your program, e-mail applicants, and make decisions
- Change password.

Welcome admintraining:

Please select one of the following activities:

- Enter a [New Program Listing](#) or new opportunity, separate from your current listing
- [Find prospects](#) by searching the interest profile database of prospective applicants based on criteria you identify.
- Review and [select applicants](#) to your program, Email applicants, and make decisions on applications.

To change your password, [click here](#).

[AmeriCorps](#) | [Home](#) | [New Listing](#) | [Update Listing](#) | [Find Prospects](#) | [Select Applicants](#) | [Privacy Policy](#) | [Help](#) | [Log Out](#)

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2. How does a new person register on AC*RPS?

For a new user (replacing an employee who left your program): Send an e-mail message to the System Administrator at admin@americorps.org. Indicate "Registration change" on the subject line. The body of the email should contain the following:

Please change the registration for:

PROGRAM CODE: _____
PROGRAM NAME: _____
NEW USER NAME: (First) _____ (Last) _____
OFFICE PHONE No. _____
USER EMAIL ADDRESS: _____

Once the System Administrator receives this information, the old user ID will be deleted from the system and the new user ID will be enabled.

3. Can a project have more than one user?

Yes. To add additional users, please send an e-mail message to the System Administrator at admin@americorps.org. Indicate "Additional users" on the subject line. The body of the email should contain the following:

Please add the following user(s) to the registration for:

PROGRAM CODE: _____
PROGRAM NAME: _____
NEW USER ID: _____
NEW USER NAME: (First) _____ (Last) _____
OFFICE PHONE No. _____
USER EMAIL ADDRESS: _____

The System Administrator will provide a temporary password for new and additional users that should be changed after the user's first login.

4. Forget Your Password?

Users will be required to select a reminder question upon registering. When a user forgets his or her password, they can click on "Forgot Your Password"; enter their user ID; answer the question and provide an email address. AC*RPS send the password to the email address entered.

Registration

You have previously registered, but did not complete the Question and Answer part of the registration. Please select a question and provide a response in the box.

Select your reminder question and answer:

Question:

Answer:

Email:

[AmeriCorps](#) | [Home](#) | [New Listing](#) | [Update Listing](#) | [Find Prospects](#) | [Select Applicants](#) | [Register/Profile](#) | [Help](#) | [Log Out](#)

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5. How do I create a program listing?

If you are creating a listing for the first time, click on the "New Listing" button. You will see the screen below.

The screenshot shows the 'New Listing' form. On the left is a blue navigation menu with links: AmeriCorps, Home, New Listing, Update Listing, Find Prospects, Select Applicants, Log Out, and HELP. The main content area has a header with the AmeriCorps logo and 'New Listing' title. Below the header, there is a photo of a smiling man in a hoodie. To the right of the photo, it says 'Program ID: MA311602' and 'Listing ID for this site: To be determined upon saving'. The form fields are as follows:

- 1. Program/Site Name:** A text input field.
- 2. What is your program type?:** A dropdown menu with 'Select a Program Type'.
- 3. Who is the contact person for recruitment and application questions?**
 - First Name* Last Name*: Two text input fields.
 - Email*: A text input field.
 - Street Address 1*: A text input field.
 - Street Address 2: A text input field.
 - City*: A text input field.
 - State*: A dropdown menu.
 - Zip*: A text input field.
 - Contact Phone*: A text input field with a 'Ext.' label and a smaller text input field.
 - Fax Number: A text input field.
 - Website: A text input field starting with 'http://'.

Provide the information requested on the screen. We hope that the data fields within the screen are self-explanatory. If not, click on the "HELP" button at the left of the screen.

6. How much time do I have to enter my program listing?

Each time the user clicks New Program Listing, AC*RPS will display the following message:

"You have 40 minutes to complete this form. If you don't save within that time, your information will be lost. The browser status bar at the bottom will tell you how much time you have left."

You may click the "Save Program" button to reset the 40-minute clock at any time.

When you save your program listing information for the first time, you will see that a program listing ID is assigned to the listing. The ID consists of your program/project code followed by a dash and another number i.e., 09ASCWA0000101-10 or DC123456-3. Your first listing will be "- 0". A second program listing would be indicated by "- 1," a third listing by "- 2," etc.

You need to **enter complete and accurate program data in AC*RPS**. Multi-site programs may enter information about each site separately or may indicate all sites within one listing. You must use multiple listings if you are requesting applicants for more than one type of AmeriCorps program

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(for example, your organization supports both AmeriCorps*VISTA and AmeriCorps*State members). Listings for different program types must be entered in the system using the appropriate program/project code, i.e., AmeriCorps*VISTA listings must be entered utilizing the 8-digit program code; all other AmeriCorps program have a 14-digit code. You also need separate listings for both full-time and part-time members. Or you may wish to use multiple listings for other reasons.

7. How can I update program information once it is listed on AC*RPS?

You can update your program listing as often as necessary but we recommend at least once a quarter. Click the "Update Listing" button on the Program user page. A link to each of your program listings is displayed. Click the link to the listing that you wish to update.

You may want to change your listing to accommodate the following situations:

- multi-site programs, which originally entered program information for each site, may later choose to merge multiple listings into one entry, or vice versa
- program information (such as start-date for member positions, timeframe for accepting applications, staff contact, etc.) has changed; all pertinent program changes should be updated in AC*RPS.

Please note that if your program information is not updated within a 90-day time period, you will receive an e-mail reminder message asking you to update your program information. Out of date program listings will be deleted from the system by the System Administrator. You will not be notified prior to deletion. Therefore, it is important to keep your listing up to date.

8. How can I find potential AmeriCorps members for my program?

AC*RPS not only helps applicants will find you, but you can do your own searching. After you log in, click the "Find Prospects" button. You will see page that lists a number of criteria to search AC*RPS' Interest Profile Database. This database contains information about AmeriCorps candidates who have given their permission to be contacted by AmeriCorps programs.

By designating specific applicant criteria and clicking the "Find Prospects" button at the bottom of the page, you'll be provided with a list of candidates who meet the criteria you selected. Not only can you sort using area of interest; skills; language and education, prospects can now be sorted by their state preference **or** state of residence (or home state); area code, zip code. You can increase your pool of candidates by being less restrictive on the criteria you require. After your search result is displayed, a text file can be generated. Simply press the "Generate Text File" button.

To generate a text file of prospects:

- 1) Select your criteria. After your search result is displayed, a text file can be generated.
- 2) Press the "Generate Text File" button.
- 3) Once the file is displayed, click, Save as. Enter a filename and change the file type to .txt. Save.
- 4) To open the file using Excel. Open Excel
- 5) Open the file. The Import Wizard will appear.
- 6) (Wizard Step 1) Excel determines the data type. In most cases, it will be delimited. Click Next.
- 7) (Wizard Step 2) Check "Other" and enter the vertical line in the box (Shift | \ key). Click Next
- 8) (Wizard Step 3) Select "General" as the column format

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- 9) You're finished! Excel will display a worksheet with the following information: first and last name, address, city, state, zip code, country, availability date, daytime phone, extension, evening phone and email address. You are set to create labels or send emails. Remember to save your new Excel document.



AmeriCorps
Home
New Listing
Update Listing
Find Prospects
Select Applicants

Log Out
HELP

Find Prospects

To Find a prospect

1. Select EITHER state OR region OR Metropolitan Area Preference (required)
2. Select from any other the remaining search criteria
3. Click Find Prospects button to review a list of programs that match the criteria you selected.

* Required field (choose either one of the following two)

* Prospect State(s) OR Region OR Metropolitan Area Preference:

Alabama	Atlantic	Atlanta
Alaska	North Central	Boston
American Samoa	Pacific	Chicago
Arizona	Southern	Cleveland/Akron

or

* Select Home State, Area Code or Zip Code

- Select A State - Phone Area Code: Home Zip Code:

I am looking for prospects who are interested in working in the following area(s) of service:

Not Specified
Children/Youth
Community and Economic Development
Community Outreach

I am looking for prospects who are available beginning:

Month Day 20

I am interested in prospects willing to work the following schedules:

Full-Time Part-Time Summer No Preference

I am looking for prospects with the following skills:

General Skills
Architecture Planning
Business
Communications

I am looking for prospects who speak the following languages:

American Sign language
Chinese
French
Hmong

I am looking for prospects with the following minimum level of education:

- Select An Education Level -

Date Profile Created:

Month Day Year - Month Day Year

Date Profile Updated:

Month Day Year - Month Day Year

Find Prospects Reset

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9. How will I know if someone has used AC*RPS to apply to my program?

The e-mail address designated by you in your program listing as the contact point will receive an e-mail message when someone has electronically applied to your program. This message will contain the applicant's name, application ID number and a link to the Recruitment Site.

SAMPLE e-mail message:

"Applicant Name" has submitted an application to your program. To access it, refer to Application Number MB995095647 at

[AmeriCorps On-line Recruitment Site](#). Please remember that many applicants apply for more than one program, so competition for these applicants might be keen. All applicants should receive a response from you within 10 days.

This message was automatically generated by the AmeriCorps On-line Recruitment System. Please do not reply to the sender.

When an applicant submits an application to one or more AmeriCorps programs the individual receives a confirmation message from AC*RPS like the example below:

Application Confirmation

*Thanks for applying for AmeriCorps. Your application has been submitted to the program(s) you selected, and your application number is **SS123456789**. Keep this application number in your records, as it will be the easiest method of tracking your application.*

You should hear from the program(s) within 2-3 weeks. Most AmeriCorps programs have very small staffs, so thanks for your understanding and patience as the program officials work hard to balance the daily workload of managing a program with recruitment for the next members. If you have questions about your application or the program(s) or if there is a change in your application or availability, please contact the program(s) directly:

Program Name	Contact Name	Contact Phone	Contact EMail
Safety Service Corps	Edward Smith	(514) 555-9002	esmith@erols.com
Community Corps	Linda Jones	(613) 555--4112	communitycorps@yahoo.com

Print out this form for your records, as it contains all program contacts. Good luck!

10. What are my responsibilities when someone uses AC*RPS to apply to my program?

AC*RPS is a competitive process. Applicants can choose to apply to up to a maximum of ten programs at one time. **It is to your advantage to contact potential AmeriCorps members ASAP. Other AmeriCorps programs may also be interested in the same applicant.**

You must Log In to AC*RPS and click "Select Applicants" to see a list of submitted applications. You can view all applications submitted to your program or you can view only those applications which meet your criteria.

Applications can be sorted by status only or by status and a date range. The User is required to enter an application status. The date range is optional. Enter the status of the applications you want to see and/or the date range. The results displayed are an application link, project id of the program the individual applied to and the date. The application list may be filtered by any of the statuses listed below.

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Once a decision is made regarding an application, be sure to change his or her status. AC*RPS automatically sends an email to applicants each time their application status changes.

Selected applicants must go back on line to the program selections page of his or her application and click on the accept button. At that point, other programs to which the applicant may have applied may not select the individual. Be sure to get a signed copy of the certification page from the selected applicant.

11. What are the statuses?

- All Statuses – For all applications who submit an application to your program
- Accepted – For all applicants who accept the AmeriCorps opportunity.
- Accepted to other program – For all applicants who have accepted an opportunity with another program.
- Approved – For AmeriCorps*VISTA applicants who have been approved by the CNCS state office.
- Interviewed – For all applicants who have been interviewed by the program
- Rejected – For all applicants who have not been selected by program
- Rejected by state – For AmeriCorps*VISTA applicants who have been disapproved by the CNCS state office.
- Selected – For all applicants who have been selected by program
- Submitted – For all applicants who have submitted their application
- Under review – For all applicants whose applications have been reviewed by program
- Wait-Listed – For all applicants who are on the waiting list.

12. How do I collect references?

A Reference form is emailed to the individuals listed on the application. After the form is completed, it becomes a part of the application and is invisible and inaccessible to the applicant. Applicants can apply to projects before the forms are completed.

Project users can view applications even if completed reference forms have not been submitted. However, once the reference form has been completed it will become available for review. When a project user accesses a completed reference form, they will see the reference contact information as well as the applicant assessment. If the form has not been completed, the contact information along with following message is displayed: *"At this time, the online reference information is not available for this applicant."*

Applicants will only be allowed to change their references if they, (the references) are unresponsive. Thus, an applicant who believes that they may have received an unsatisfactory reference will not be able to delete that reference and shop around for one that may give them a favorable reference.

13. Added Steps for AmeriCorps*VISTA programs

Please note that with the start of AC*RPS, the Corporation for National and Community Service no longer pre-screens or reviews any AmeriCorps*VISTA applications.

If you want an applicant for your program, you need to select the application as noted above. The applicant also must go online to accept. You should also send interview documentation and a completed Sponsor Evaluation Form to your State Office for review and approval. The State Office will use AC*RPS to approve or disapprove your selection. The approval status will be visible to both the program and the applicant on the program selection page of the application.

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14. Program Listing Maintenance - Who's Responsible?

ACRPS is designed to send an email to the contact person if the program listing has not been reviewed or updated in 90 days. When reviewing and updating a program listing consider the following:

- Are you still accepting applications?
- Are your dates of service correct?
- Is the contact person still the same?
- Is the email address correct?

If the program listing is not updated, it will be deleted by the System Administrator. Listings are reviewed on a quarterly basis. Old and outdated project listings are completed deleted from the system. If your program listing is deleted from the system and you want to re-post your program, you will be required to re-enter the program listing.

15. My program/project is closed. How do I get my listing removed?

To have your listing removed from the system, please send an email to the System Administrator at admin@americorps.org. Please be sure to include your program number, your name and telephone number.

16. Questions or problems?

Contact the Recruitment System Administrator at admin@americorps.org.

- Denise G. Yeager
Recruitment System Administrator
(202) 606-6712
admin@americorps.org
Fax: (202) 606-3460
- Tabatha Corbett
Program Assistant
(202) 606-6638
admin@americorps.org
Fax: (202) 606-3460

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Sample Program Listing



Home
Quick Search
Customized Search
Apply
Register
Log In
HELP



Full Program Listings

- Didn't find a program you would like to apply for? Try [narrowing your search](#) or [broadening your search](#).
- To apply for a program, check the box next to the applicable program and then select "Apply for Selected Program(s)" at the bottom of the page
- There may be other AmeriCorps programs in your state, not currently listed in this section of our site. For a listing of AmeriCorps programs by state, go to <http://www.americorps.org/finding/ac.html>

[Send This Listing to a Friend](#)

PROGRAM RESULT #1

Natl Cmty Reinvestmt Coalition-Civil Rights - (Listing ID: DC451459-1)
733 15th Street, NW, Suite 540
Washington, DC 20005
www.ncrc.org

NCRC is a national nonprofit in Washington, D.C. whose mission is economic justice--to increase fair access to credit & capital in low-income & minority communities. The National Community Reinvestment Coalition seeks an AmeriCorps* VISTA Member committed to equal housing opportunity to facilitate outreach for NCRC's new Consumer Rescue Fund (CRF). Initiative intended to refinance problematic consumer mortgages, home equity loans and related financial transactions for victims of subprime **AmeriCorps Keywords** - *anti-predatory, civil rights, consumer education, economic justice, fair lending*

Program Details:

Program Locations: DC
Program Type: AmeriCorps*VISTA
Program Start/End Date 11/10/2004 - 11/9/2005

Duties, Requirements and Benefits:

Member Duties: The ideal VISTA will be self-motivated and able to work independently as well as under the direction of the Director of Civil Rights. The ideal candidate has an excellent phone manner, is comfortable working with clients, and is computer literate. Grassroots organization, mortgage and/or civil rights experience is a plus. Fluency in Spanish also a plus.

Terms: Requires full time service without outside commitments

Work Schedule: Full time

Service Area: Community and Economic Development, Community Outreach, Education

Length of Tour: 12 month(s)

Age Requirement: Minimum: 21 Maximum: None

Skill Requirement(s): General Skills, Communications, Education, Outreach, Recruitment

Education Requirement: Bachelor Degree

Language Requirement: Spanish

Program Benefits: Childcare if eligible, Health insurance, Living Allowance, Relocation Allowance, Stipend, Training, small housing subsidy

Application Information:

Accepting applications **From 7/1/2004 To 7/15/2004**
Additional requirements: **cover letter, resume, writing sample aallen@ncrc.org**

Contact Information:

Avis Allen
(202) 628-8866
aallen@ncrc.org

Sorry, this program is not accepting applications at this time.

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Sample Application



AmeriCorps
Home
New Listing
Update Listing
Find Prospects
Select Applicants

Log Out

HELP



Select Applicants

Below please find submitted application **DT901389852**. This form will allow you to change the status of this application.

- If you have reviewed the application, conducted an interview, etc. and you are ready to select this candidate for admission to your program, choose the **Select As Member** button at the bottom of the page, then select the **Continue** button to change the status of this application to "Selected"
- If you have reviewed the application, conducted an interview, etc. and you are unable to offer this candidate a position in your program, choose the **Reject This Applicant** button at the bottom of the page, then select the **Continue** button to change the status of this application to "Rejected".
- If you are not ready to make a decision on this applicant yet, please select **Application Under Review** (default), then select **Continue** to change the status of this application to "Under Review".

PERSONAL INFORMATION

Name: Denise SysAdmin Test
Citizenship: U.S. Citizen
Social Security Number: 123-34-5678
Date of Birth: 12/21/1956
Gender: Female
City/State/Country of Birth: Washington DC
U.S.A.
Current Address: This is a test application. AmeriCorps Recruitment Washington, DC 20525
Country: U.S.A.
Home Phone: (202) 606-5000
Work Phone: (202) 606-5000
Current Email Address: admin@americorps.org

EDUCATION

Highest Level of Education: Bachelor Degree
School A: UNIVERSITY OF MARYLAND-COLLEGE PARK, COLLEGE PARK, MD
Major and Degree: Elementary Education, B.S., 5/1/1976
Dates Attended: 6/1/1972 - 5/1/1976
School B: DELAWARE STATE UNIVERSITY, DOVER, DE
Major and Degree: Counseling, Master of Science, 5/1/1988

MOTIVATIONAL STATEMENT

Statement: I like to worked with children.

It is one thing to help those in other parts of the world, but it is another to realize that there are people in need in your own backyard. I have not been much of an activist or a volunteer, but through my travels in the past year, I have developed a desire to contribute positively to others' lives and want to channel my efforts through AmeriCorps. While serving, I hope to positively influence as many lives as I possible can. Also, I hope to gain a fundamental knowledge of service and charitable endeavors which I can utilize in the future to construct my own efforts.

SKILLS AND EXPERIENCE

Skills: Computers --- system administrator
Languages:

FOR NCCC APPLICANTS ONLY

Number of People in Household: 1
Household Yearly Income: 10000
Public Assistance: No
Primary Caretaker: Yes

LEGAL

Convicted: No
Juvenile Offender: No
Under Charge: No
On Probation or Parole: No

REFERENCE

Reference A [Delilah Giles](#)
Reference B [Denise Yeager](#)

AWARD TYPE:

[Education](#)

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Sample Reference



Close

Reference Information:

Position/Title: Director

Organization/Institution: AmeriCorps Recruitment

Address: 1201 New York Avenue, NW

City/State/Zip: Washington, DC 20525

Home Phone: (202) 606-5000

Work Phone: 0-

Email Address:

KNOWLEDGE OF THE APPLICANT:

How long have you known the applicant?
10 years 0 months

In what capacity have you known the applicant?
College instructor

Please describe the situation in which you know the applicant
This is a test situation

WORK PERFORMANCE:

1. Please comment on such qualities as the applicant's level of dependability, initiative, and ability to work with minimal supervision and as a member of a team.
This is a test work performance

2. In your judgment, how competent is this applicant, as demonstrated by work in the community, in school, on the job, or in a position of responsibility? Please select one.
Outstanding performance

RELATIONSHIPS WITH OTHER PEOPLE:

3. AmeriCorps members are required to understand other people's viewpoints and problems and to communicate with people from differing backgrounds. Please comment briefly on the applicant's relationships with others
Test relationship

4. AmeriCorps members must serve with other participants and with people of varied cultural, economic, education, racial, and religious backgrounds. How would you rate the applicant's working relationship with other people? Please select one.
Has average working relationships with others

EMOTIONAL MATURITY:

5. Please comment on the applicant's ability to adapt and work under difficult and changing condition
maturity

6. AmeriCorps members often serve in conditions of hardship and inconvenience. They must be able to deal with new and changing living conditions, limited financial resources, and considerable amounts of stress. With these considerations in mind, how would you rate the applicant? Please select one.
Highly effective even in adverse situations and changing conditions

ADDITIONAL COMMENTS AND SUPPORTING INFORMATION:

7. If you wish, explain any of your ratings, and anything else about this applicant that you feel is relevant to serving in AmeriCorps—such as the applicant's desire to serve others, maturity, work ethic, flexibility, and dependability. Explain any reservations that you have regarding the applicant's participation in the AmeriCorps program to which he or she has applied.
test

OVERALL RECOMMENDATION:

8. What is your overall recommendation?
I recommend the applicant as a good candidate for AmeriCorps service

Jane Doe has not authorized release of this reference to the Applicant.