

**<<Program Name>> AmeriCorps
INTERVIEW QUESTIONS**

Candidate: _____

Interviewer: _____ Date: _____

Instructions: Briefly describe the position and your organization to the candidate. Rate each answer using the scale 1 to 10 (1 = a very poor answer and 10 = an excellent answer). Record your comments and example answers in the space provided.

EXPERIENCE AND APTITUDE (Maximum 10 points each; Total = 40)	POINTS
Tell us something about your background that makes you a good candidate for <<Program Name>> AmeriCorps.	
How would your current (or most recent) employer describe your work habits?	
What experience have you had with <<your program's projects>>?	
Have you worked with a culturally diverse group of people? Tell us about that experience.	
Subtotal	
KNOWLEDGE AND SKILLS (Maximum 10 points each; Total = 20)	POINTS
Tell us what you know about <<Program Name>> AmeriCorps.	
Describe a situation where you had to deal with a difficult problem. How did you solve that problem?	
Subtotal	
ADAPTABILITY SKILLS (Maximum 10 points each – Total 60)	POINTS
Tell us about your skills or abilities that will help you as an AmeriCorps member.	
What motivates you?	

How do you handle working with people who are less motivated than you?	
Tell us about an experience you've had working independently.	
Tell us about an experience you've had working with a group of people.	
What is your definition of professionalism?	
Subtotal	
CHARACTER AND PERSON (Maximum 10 points each – Total 20)	
What is one of your greatest accomplishments, either personally or professionally?	
What is the next thing you want to learn?	
Subtotal	
DISCRETIONARY/OPEN (unrated)	
Do you have any questions about the positions responsibilities or the performance expectations for service as an AmeriCorps member?	
If you are selected for this position, when could you begin? Do you have a means of transportation?	
Do you have any other questions?	
GRAND TOTAL POINTS	

Interviewer: _____

Comments/Recommendation: _____

Note: Maximum possible score is 140. Candidates with scores of 98 points (70%) or higher will be considered and references will be checked. Ideally, two references will be obtained but one will be sufficient. Offer the candidate the position only after checking references.