
MINNESOTA READING CORPS

Interview Process

To be used by sites where onsite interviews will be conducted without the assistance of Minnesota Literacy Council (MLC) staff.

Step 1. Group Interview. *Responsibility of Fiscal Host (MLC)*

Applicants submit their member application to Katie Johnson at MLC. Katie contacts the applicant to schedule his or her group interview date. The group interview is held at MLC and is conducted by MLC program staff. The group interview is intended to:

1. Allow program staff to give a thorough explanation of the program, including benefits and commitments to participating
2. Allow applicants to ask questions
3. Ask applicants interview questions in a group setting

At the end of the group interview, applicants select where they would like to serve.

Step 2. Onsite Interview. *Responsibility of service site*

Immediately following the group interview, MLC staff passes each applicant's information to his or her requested site. The site now has the responsibility to contact the applicant within 1 week to schedule an onsite interview.

We encourage the site to use the interview questions provided by MLC as a starting point. Sites may use additional questions. Interview questions can be downloaded on our Web site at www.themlc.org/Info_for_Host_Sites.

The site does not need to provide an overview of the program during the interview because that information was covered during the group interview. The site should provide an overview of their school/Head Start.

Step 3. Site Recommendation. *Responsibility of service site*

Immediately following the onsite interview, the site indicates their recommendation on the interview form. Within 1 week of the onsite interview, the site shares their recommendation with MLC staff. The recommendation can be verbal, via e-mail, or via fax. PreK sites = Contact Sadie at soconnor@theMLC.org or by phone at 651-251-9100 or fax at 651-645-2272.

K-3 sites = Contact Christine at cfankhanel@theMLC.org or by phone at 651-645-2277, ext. 237.

Step 4. Selection or Rejection. *Responsibility of Fiscal Host (MLC)*

MLC staff offers the position to the applicant or sends a rejection letter based on the recommendation of the site and the recommendation of MLC staff. If the site and MLC have a different recommendation, the MLC staff will contact the site.