

Phone Prescreening Interview Script

Script	Notes
<ol style="list-style-type: none">1. Introduce staff on phone (there may only be one or two people)2. Explain the program<ul style="list-style-type: none">• What's our mission• What are our goals and who do we serve• What are the hours/length of service?• Is travel required?• Is a personal vehicle required/proof of insurance required?<ul style="list-style-type: none">— Mention any other requirements• What are the benefits (e.g., stipend, education award, loan, child care, insurance, training)• When does the term begin? When does it end?3. Tell me/us why you're interested in <<AmeriCorps or VISTA>>?4. What types of activities/projects do you hope to work on during the service term? (This question helps ensure applicants' expectations meet those of the host site.)5. How experienced are you with <<key areas/skills, such as computers>>?6. Explain how interview process will happen and when applicant can expect to hear from you.7. Do you have any questions for us?8. Tell interviewee, "Thanks for your time. Feel free to contact us if you have any other questions."	