

## COMCorps 2015-2016 Interview Checklist

Candidate Name \_\_\_\_\_

### Pre-Interview

- Are you 17 years of age or older?
- Are you a US Citizen?
- Do you have a valid driver's license?
- Do you have a reliable vehicle?
- Do you have current auto insurance?
- Have you served in AmeriCorps before
  - They can get up to 2 full time ed awards but can serve up to 4 full time terms
- How did you hear about our program?
- Criminal background check
- Have they been emailed brief **position descriptions, newsletter, and flyer**?
- Can you attend the entire orientation sometime between August 3<sup>rd</sup> through August 14<sup>th</sup>?

### Interview (Phone and In-Person)

- Explain COMCorps program (corps vs. site, logic model, training hours, meetings, screenings, Live Healthy Kids & National Service)
- Do you have any questions at this point about AmeriCorps, COMCorps, or a specific site?
- Are there any positions of particular interest to you?
- Tell me a little about yourself?
- Why do you want to become an AmeriCorps/COMCorps member?
- Have you worked with children in the past?
- Why do you like kids?
- What would your previous supervisor say if we asked him or her about what you are like as an employee?
- What constructive criticism have you received, and what did you do about it?
- What are your two greatest accomplishments on your previous jobs or education?
- What are your two greatest disappointments on your previous jobs or education?
- Explain a time where you had many different commitments and activities to juggle and what happened?
- In our program we have an emphasis on nutrition education, gardening education, and access to healthy food. Can you tell me your experience if any with all 3 of these categories.
- What specific skills to you feel you bring to this position?
- What skills do you hope to gain from serving?
- What aspects of the position will be the most challenging for you?
- What do you need to remain happy and fulfilled in a position?
- Are you a detail oriented or a big picture person?
- Which way do you better learn? Big picture motivational OR step by step this is how you go about something?
- What is your method for organizing your week?
- What motivates you?

