



CCSNE Candidate Screening Resource

Instructions: Take some time before you start recruiting to inventory the qualities and skills that are most needed for a VISTA to be successful at your site. Complete the sheet below:

Identify the top 5 personal effectiveness competencies the successful VISTA candidate will need to arrive with to perform successfully.

- 1.
- 2.
- 3.
- 4.
- 5.

Identify the top 5 responsibilities the successful VISTA candidate will have to perform.

- 1.
- 2.
- 3.
- 4.
- 5.

Identify the special skills and knowledge the candidate must possess and/or be willing to acquire to meet the responsibilities, goals, and outcomes of this position.

- 1.
- 2.
- 3.
- 4.
- 5.

Next Steps

Build your screening questions around the specific skills, goals and activities that you have identified above. To help get you started, we included a question bank on the following page...

VISTA Interview Questions

Instructions: These are all general screening questions. We recommend generating project-specific questions using your responses above. These questions are to be used as a guide to find a VISTA that has the skillsets and experiences necessary to best fulfill the expectations and achieve the goals of the VISTA project.

1. Why are you interested in AmeriCorps VISTA?
2. AmeriCorps VISTA positions focus on capacity building and sustainability versus direct service. What skills and experiences do you have that support your ability to build capacity? Can you describe an experience you've had that has focused on capacity building?
3. What opportunities have you had working and collaborating in diverse, multicultural and inclusive settings.
4. Please describe how you would work to create an environment that is welcoming, inclusive and increasingly diverse.
5. Describe a stressful work situation that you have experienced. How did you cope with it?
6. Describe your style of organization. How do you get and stay organized?
7. Describe a situation in which you demonstrated flexibility.
8. Tell us about a time you've experienced conflict. Who was involved and how was the conflict resolved?
9. Describe a project that you worked on independently. How did you budget your time? Measure your accomplishments? Adjust your work plan? What would you have done differently?
10. Describe a work situation where you were part of a team effort. What made the team successful? What were the challenges?
11. Describe a project that you coordinated. What skills made you successful in that role?
12. Please tell me about a specific situation in which you were responsible for motivating others to complete a goal. Describe your motivational techniques. What were the results of your efforts?
13. VISTAs are responsible for designing, coordinating, and managing complex community based projects. Please describe your experience in this area.
14. What types of supervisors have you had in the past. What supervisor style of supervisor works best for you?
15. Do you feel prepared to live on the VISTA stipend?
16. How will serving as a VISTA in this particular project contribute to your professional and/or personal goals?

Things to Review with VISTA Candidates

Please discuss the following with potential VISTA candidates during interview process:

- The background of AmeriCorps VISTA and Campus Compact for Southern New England.
- AmeriCorps VISTA positions are a year-long, full-time service commitment.
- Provide an overview of the proposed campus-community partnership and the goals of the CCSNE AmeriCorps VISTA position.
- Discuss the primary roles and responsibilities of the proposed CCSNE VISTA position
- Emphasize the focus on program development and capacity building (not direct service)
- Discuss the specific hours of employment and whether evening and/or weekend work is expected.
- Explain the living allowance - a taxable stipend indexed by the cost of living of the location of service (between \$900 - \$1300 per month).
- Explain that they will be eligible for an Education Award (\$5815) or cash stipend (\$1500) upon the successful completion of their service year.
- For candidates that will relocate 50 miles or more, explain that they may be eligible for a settling-in allowance to defray the cost of relocation.
- Healthcare Benefits Allowance (enrollment begins at pre-service orientation)
- Transportation reimbursement for work-related travel
- Federal student loan deferment and interest on loans paid while serving
- Childcare reimbursement (if eligible)
- Review the support provided by the host institution:
 - Staff ID
 - Office with access to phone and email
 - Gym Access (if applicable)
 - Housing (if applicable)
 - Dining Benefits (if applicable)
 - Bus Pass (if applicable)
 - Professional Development Opportunities
 - Other non-cash support provided by the host site