

VISTA Interviewing

Explanation of file:

A helpful website used for tried-and-true resources regarding interviewing is: <http://encorps.nationalservicerresources.org>

This file is to provide information regarding the interviewing process of the VISTA Applicants—preparation is the key. Please feel free to use any interviewing style you may have in place. The suggested interview style in the Supervisor’s Orientation Manual Summer 2007 is the “Behavioral Interview.” Examples and suggestions are contained in this file. The documents you will find in this file are meant to help organize the interviewing process and to help you secure a dedicated VISTA Member who will be an asset to your organization!

Screening

If you take a systematic approach to screening and placing new members, it will pay dividends. You'll be more likely to match good candidates with the positions that fit best.

Interview

Some of the interview questions suggested are general and do not reflect some of the specifics you might want to know about the applicant. **Please note the information regarding acceptable and legal questions to ask in an interview.**

Behavioral Interview

Behavioral interviews are the best tool you have to identify candidates who have the behavioral traits and characteristics that you have selected as necessary for success in a particular position. Additionally, the purpose of the behavioral interview is to ask the candidate to pinpoint specific instances in which a particular behavior was exhibited in the past. In the best behaviorally-based interviews, the candidate is not aware of the behavior(s) the interviewer is or will verify.

After the Interview

Sample “Rejection Letters” are included to encourage courtesy toward those that are not chosen as the VISTA member.