

<<Program Name>>
VISTA Interview Questions

Applicant: _____ Interviewer: _____ Date: _____

Instructions: Briefly describe the position and your organization to the candidate. Rate each answer using the scale 1 to 4 (1 = poor, 2 = okay, 3 = good, 4 = best). Record your comments or example answers in the space provided.

1. Tell us about your background and how it relates to the position. Why are you interested in VISTA?

Circle your rating: 1 2 3 4

Comments/examples:

2. Describe a work situation where you were part of a team effort. What made the team successful?

What were the challenges?

Circle your rating: 1 2 3 4

Comments/examples:

3. Describe a stressful work situation that you have experienced. How did you cope with it?

Circle your rating: 1 2 3 4

Comments/examples:

4. Tell us about a frustrating experience or conflict. How did you handle it? What did you learn?

Circle your rating: 1 2 3 4

Comments/examples:

5. Describe a situation that demonstrates your ability to work with a diverse group of people. How or why were you effective?

Circle your rating: 1 2 3 4

Comments/examples:

6. What kinds of experience do you have with recruitment and outreach?

Circle your rating: 1 2 3 4

Comments/examples:

7. Describe a project that you coordinated. What skills made you successful in that role? Have you ever coordinated volunteers?

Circle your rating: 1 2 3 4

Comments/examples:

8. 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?

Circle your rating: 1 2 3 4

Comments/examples:

9. Describe a situation in which you demonstrated flexibility.

Circle your rating: 1 2 3 4

Comments/examples:

10. Describe your style of organization. How do you get and stay organized?

Circle your rating: 1 2 3 4

Comments/examples:

11. This position is primarily indirect service focusing on capacity building and sustainability. In your own words, define the difference between direct and indirect service. Why do you think this type of work is a good fit for you?

Circle your rating: 1 2 3 4

Comments/examples:

12. Do you feel you are prepared for the financial sacrifice required during VISTA service?

Circle your rating: 1 2 3 4

Comments/examples:

General Interviewer's Comments:

Interviewer's Recommendation: Give the applicant a value from 1 to 4 based on these criteria:

____ 1. Do not consider ____ 3. Highly consider

____ 2. Consider ____ 4. Offer position after checking references

Note: These are all general VISTA questions. Supervisors should add questions specific to their VISTA project. Scenario questions can be particularly helpful in determining if a VISTA will fit into your organization.