



Partner Recruitment Packet 2022-23

Dear Project Supervisor,

Congratulations on being selected to supervise a Confluence Environmental Center, AmeriCorps Member. Our program is committed to actively recruiting a diverse applicant pool and since our recruitment process is a team effort between Supervisor's and Confluence, we will work together to create a Member Corps that reflects the communities they serve.

This packet will describe our recruitment process from outreach to selection and outline the roles and responsibilities for everyone involved. Please read through these materials so you fully understand what your role in Member recruitment will entail:

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AmeriCorps

Please don't hesitate to contact me if you have any questions.

Sincerely,

Ashlie Tainer

Operations Coordinator | Confluence Environmental Center, AmeriCorps Program

Office Hours: Mon. – Thur. (9:00am – 4:30pm)

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Important Information

Confluence is an equal opportunity employer, and does not unlawfully discriminate on the basis of ethnicity, race, age, gender, gender identification, gender expression, sexual orientation, national origin, income, educational background, work experience, appearance, relationship or family status, political affiliation, religion, or the presence of any sensory, mental or physical disability.

Confluence and its sub-grantees' programs and activities must be accessible to persons with disabilities, and Confluence must provide reasonable accommodation to the known mental or physical disabilities of otherwise qualified members, service recipients, applicants, and program staff. All selections and project assignments must be made without regard to the need to provide reasonable accommodation.

Recruitment Timeline

PRESENT AND SHORT-TERM

WHEN	ACTIVITY	WHO
April - May	Virtual Career Fairs & Recruitment Events	Operations Coordinator
Week of May 27 th	Start posting positions on AmeriCorps and Confluence websites	Operations Coordinator + Program and Outreach Coordinator
June 2 nd (3-4pm)	Attend <i>Recruiting for Diversity Training</i> review @ Taborspace	Supervisors & Confluence Staff
June 16 th (TBD)	Virtual Applicant Info session	Supervisors + Operations Coordinator + current Members (optional)
May - June - July	<ul style="list-style-type: none"> • Conduct outreach • Intake application materials • Conduct interviews • Review references • Choose top 3 candidates 	Supervisors + Operations Coordinator
July 22 nd	Email Ashlie top 3 candidates (in order of preference).	Supervisors
July - August	<ul style="list-style-type: none"> • Interview candidates • Select cohort and offer positions 	Confluence Staff
Aug 18 th (1 – 2:30pm)	Attend <i>Supervisor Orientation</i> webinar	All Supervisors + Program Director
Sept 7 th -9 th , 12 th	<i>Member Orientation</i>	Members + Confluence Staff
Sept 13 th (9 – 3pm)	Attend <i>Supervisor + Member Day</i>	Members, Supervisors + Confluence Staff
Sept 14	Site Orientation for Member	Members + Supervisors at site



Recruitment Overview

PRESENT AND SHORT-TERM

SUPERVISOR'S ROLE

1. **CONDUCT OUTREACH** – Conduct intentional outreach to attract candidates who reflect the communities served. Utilize your network to attract a diverse candidate pool.
2. **REVIEW APPLICATIONS** – Applicants are instructed to email Supervisors: résumé, cover letter, reference contact.
3. **INTERVIEW APPLICANTS** – Conduct video or in-person interviews whenever possible. Phone interviews if needed.
4. **SELECT CANDIDATES** – Identify a top three list for each position.
5. **APPROVE REFERENCE CHECKS** – Two reference checks per candidate are required.
6. **EMAIL TOP CANDIDATES** – to [Ashlie Tainer](#) by July 22nd. Include names & application materials and indicate order of preference; provide explanation if necessary.
7. **COMMUNICATE NEXT STEPS** –
 - Candidates will need to complete the official [AmeriCorps application](#).
 - Confluence will contact top candidates to conduct final interview and will offer position.
 - Contact other applicants once position has been filled.

DETAILS TO COORDINATE – Supervisors will need to set up processes and point people for:

- Responding to applicants
- Screening applications and selecting candidates to interview
- Contacting candidates to schedule interviews to meet July 22nd deadline
- Reviewing references on top candidates
- Communicating with ALL candidates about next steps

CONFLUENCE ROLE

1. **SCHEDULING & CONDUCTING FINAL INTERVIEWS:**
 - Reviewing AmeriCorps application materials and checking for all [AmeriCorps requirements](#).
 - Assessing all positions and candidates for best placement.
2. **OFFERING POSITIONS**
 - Based on qualifications, commitment, and creating a diverse AmeriCorps team.
 - Notifying Supervisors of outcome.
 - If the first candidate exits the process at any time, Confluence will move to the next candidate.

CONFLUENCE OUTREACH

1. **Conducts General Outreach through:**
 - Personal relationships with community groups,
 - Tabling at local/virtual job fairs,
 - Marketing to college/university campuses through Handshake,
 - Posting on listservs and job boards (see pg. 5).
2. **Posts Positions** on the [Confluence Environmental Center](#), [Service Year](#) and [AmeriCorps](#) websites.
3. **Interested Applicant Posting:** Once positions are posted, we reach out to over 1,700 people who have signed up on our website to receive updates on Confluence news and events.

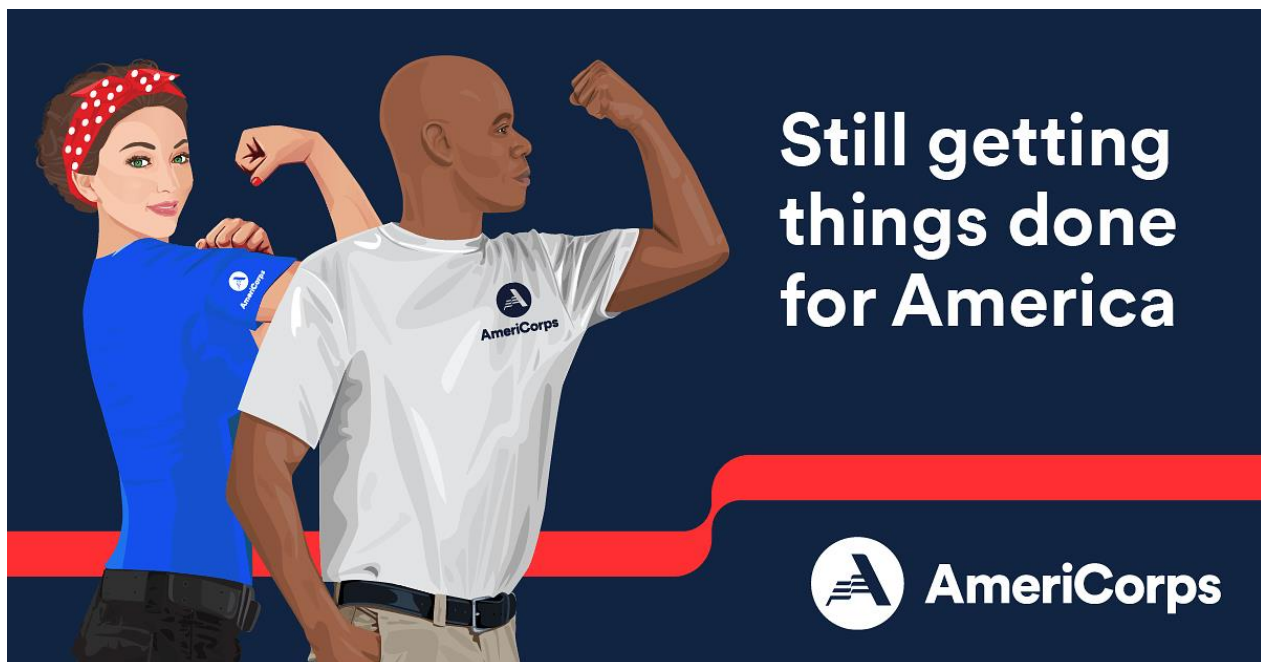
EXAMPLE- Confluence posts a general AmeriCorps Member position

Title: Environmental Program Coordinator

Looking for direct experience with environmental organizations in Portland, OR? Confluence Environmental Center advances environmental and social justice through innovative partnerships, while promoting individual leadership. These life-changing service opportunities address critical, environmental needs in low-income communities and communities of color. Benefits include:

- \$16,502 living allowance
- \$6,495 Education Award
- Loan Forbearance
- Health Insurance
- Child Care Reimbursement
- Professional Development
- \$100 Training Fund

We are currently recruiting for AmeriCorps positions that begin in September 2022. See our website for more details <http://www.confluencecenter.org/>



PARTNER SITE OUTREACH

1. Community:

- Events and meetings are a great way to increase awareness of your Confluence AmeriCorps position.
- Farmers Markets are an easy way to spread the word about your position; most fairs are in the spring or fall (or both).

2. Free Online Sites:

- Post your position on your organization's website.
- Direct your AmeriCorps Announcement to [Confluence Environmental Center](#).
- Share with your contacts and email your distribution lists (professional and volunteer networks), post in E-newsletter.

3. Local Colleges + Universities: Most use [Handshake](#)

[Clackamas Community College](#)
[Concordia University](#)
[Lewis & Clark College](#)
[Linfield](#)
[Marylhurst University](#)
[Pacific University](#)

[Portland Community College](#)
[Portland State University](#)
[Reed College](#)
[University of Portland](#)
[Warner Pacific](#)
[Willamette University](#)

4. Volunteer and Job Websites

[Community Non-Profit Resource Group \(CNRG\)](#)
[EnviroJobs](#),
[Green Dream Jobs](#)
[GPSEN](#)
[Idealist](#)

[North American Association for Environmental Education \(NAAEE\)](#)
[Portland Green Drinks](#)
[PNWJobseekers](#)
[WorkSource Portland](#)

5. Newspapers- Consider placing an ad in a newspaper. Print advertising can be particularly effective in communities outside major metropolitan areas. Examples include:

[Asian Reporter](#)
[El Hispanic News](#)
[Oregonian](#)
[Portland Observer](#)

[Skanner](#)
[Smoke Signals](#)
[Su Publico](#)
[Willamette Week](#)

6. Paid Online Sites- *Denotes where Confluence posts a general AmeriCorps Member position (see pg. 4)

[Craigslist](#) - Online bulletin board divided by geographic area. Job postings cost \$45.
[Ecojobs.com](#) *- Environmentally focused jobs. Rates start at \$158/2 weeks + 2 Journal issues, \$198 with logo.
[Goodfoodjobs](#) - Link people in search of meaningful food work. One posting costs \$60/60 days, or PWYC in 2021.
[Green Job Board](#) *- Job board for environmental and sustainability careers. Post as internship for \$25/60 days.
[Hispanic Metropolitan Chamber](#) - Connect with job seekers across Oregon and SW Washington, membership required.
[Idealist](#) *- General job board. Single job posting costs \$105/30 days or post as internship for \$25/30 days.
[Indeed](#) *- Sponsored postings start at \$5/daily, otherwise free.
[Mac's List](#) *- Free to subscribers or rates vary by organization size and job type. Post as internships for \$45/30 days.
[Mosaic Metier](#) *- "Partners in Diversity Recruitment", Non-Profits \$59/3 months | others \$99/3 months.
[Non-profit Jobs](#) *- Link charitable organizations with qualified talent. Rates start at \$125/60 days.
[Partners in Diversity](#) *- A career center connecting employers with professionals of colors. Rates start at \$99/30 days.
[PDX Pipeline](#) *- Local Portland jobs. Rates start at \$79/30 days.
[Philanthropy NW](#) *- Job board for the Northwest nonprofit and philanthropic sector. Rates start at \$95/30 days.
[Portland Recruiter](#) - A resource for strategic internet recruiting in Portland. Single job posting is \$225/30 days.
[Urban League of Portland](#) *- Empowering Black communities. Postings start at \$80/30 days, 50% off for non-profits.



Social Media

PRESENT AND SHORT-TERM

OUTLETS

Facebook
Linkedin
Twitter

Instagram
Tik-Tok
Youtube

QUICK & EASY BEST PRACTICES

- **CHOOSE THE RIGHT CHANNELS** – what social media outlets are you already using? What others can you tap into?
- **GET HELP FROM YOUR NETWORK** – most of your coworkers are using social media in some way, utilize that knowledge! Also, make sure you follow and tag Confluence on [Instagram](#), [Facebook](#) and LinkedIn.
- **USE INVITING VISUALS & CATCHY CAPTIONS**
- **POST OFTEN** – utilize automated scheduling apps. to save time such as [Later](#), [Planoly](#) and [Sked Social](#).

Posting Timeline Example

Late-May	Initial Posting w/ details on how to apply
Early-June	Reminder Post w/ details on how to apply
Mid-June	Get creative – maybe a photo of your staff, let applicants get to know you
Late-June	Still receiving applications reminder
Early-July	Get creative – maybe a quote from staff or a previous AmeriCorps Member
Mid-July	Create a sense of urgency “don’t wait” “don’t miss out” “positions closing 7/25”
Late-July	Final Call for applications

PUBLICITY SUGGESTIONS

A CALL TO ACTION - Make sure your post, flyer or message includes *a call to action* (e.g. Interested in environmental justice? Want to make a difference in your community? Enjoy working with youth?)

WHO IS YOUR AUDIENCE - Think about who you would like to apply for your position. What about your position will attract them? Environmental/Social Justice, Relationship Building, Connecting Low-Income Communities - Make that the focus of your posting and include in hashtags.

BENEFITS - Monthly stipend, health insurance, training opportunities, education award, loan forbearance and childcare. Add any specific perks that your organization is offering (e.g. housing fund, training fund, etc).

BREVITY - Make sure your posting is short and concise; this will increase readership and save you money.

[Social Media Recruiting Tips & Strategies](#) – this article has additional tips & strategies for success.

TEMPLATES

ACCEPTING APPLICATIONS

- Our [ORGANIZATION] is now accepting applications! We're excited to announce that we're bringing on a [POSITION TITLE] with the Confluence Environmental Center AmeriCorps Program. Apply at www.confluencecenter.org [#environmentaljobs](#) [#nonprofit](#) [#sustainability](#) [#portland](#) [#americorps](#)

POSITION FOCUS

- Interested in equity, diversity, and inclusion? Looking for direct experience with an environmental organization? Serve with us! We're recruiting a [POSITION TITLE]. Don't wait, apply now! [#environmentaljustice](#) [#portland](#) [#environmentaleducation](#)

DEADLINE APPROACHING

- There's not much time left! We have an exciting [#americorps](#) position available that begins in September - don't miss out! Apply by [X/XX] at the link in the bio! [#portland](#) [#service](#) [#pnw](#) [#environment](#) [#environmentaljustice](#)

EXAMPLE #1



confluenceamericorps

Will you jump at the opportunity to serve!? We're recruiting AmeriCorps Members! Positions begin in September. Apply now at the link in the bio!

[#americorps](#) [#nationalservice](#) [#pdx](#) [#portland](#) [#environmentaljustice](#)



213/2,200

Add location



Accessibility




Advanced settings




EXAMPLE #2





 **confluenceamericorps**


We're looking for you! Ready to have some fun? Come serve with Confluence! AmeriCorps open positions at the link in the bio!

#applynow #service #americorps |

 158/2,200

Add location 

Accessibility 

Advanced settings 

EXAMPLE #3

Help address critical environmental needs

APPLY NOW FOR AN AMERICORPS YEAR OF SERVICE WITH CONFLUENCE ENVIRONMENTAL CENTER

Learn more or Apply Now at confluencecenter.org/apply-now

 **AmeriCorps** 

Tag us in your social media postings on [Facebook](#) & [Instagram](#)!

LOGOS



Include the AmeriCorps & Confluence logos in materials you create to publicize your position. Pairing logos will help emphasize our collaboration. You can find them on the Confluence website in [Ambassador Resources](#).

CONNECT WITH LOCAL PROGRAMS

Relationship building can make the biggest difference in the effectiveness of your recruitment outreach and it can also be the most difficult to achieve. It requires a personal investment to establish trust and takes time to make outreach efforts truly successful. Here are some local community groups that can be beneficial for your program to build a relationship with:

BEAVERTON

Beaverton Clinic
Tualatin Hill Parks & Rec - Español

CLACKAMAS

Clackamas County Employment Solutions
Clackamas County Diversity
Hispanic Interagency Networking Team
VIDA

CORNELIUS

Centro Cultural
Cornelius Wellness Center

Forest Grove/HILLSBORO

Adelante Mujeres
Bienestar
Human Rights Council of Washington County
Virginia Garcia Clinic

GRESHAM

Birch Community Services
Catholic Charities – El Programa Hispano
Snow Cap Community Charities

MOLALLA

Friends of Family Farmers

PORTLAND (GENERAL)

African American Outdoor Association (AAOA)
Center for Diversity and the Environment (CDE)
Environmental Professional of Color
Japanese American Citizens League
Neighborhood Associations
Portland Black Pride
Salmon Nation Network
SERVe
Slavic Coalition of Oregon
Watershed Councils

NORTH PORTLAND

African American Health Coalition
Asian Pacific American network of Oregon (APANO)
Blueprint Foundation
Camp ELSO
Center for Intercultural Organizing

Latino Network

Momentum Alliance
Self Enhancement Inc.
Urban League of Portland
Verde

NE PORTLAND

Alberta Main Street
Black United Fund
Black Parent Initiative
Coalition of Communities of Color
Columbia River Inter-Tribal Fish Commission
Cully Neighborhood Association
Food Alliance
Groundwork Portland
Growing Gardens
Grow Portland
Hacienda CDC
Immigrant and Refugee Community Organization (IRCO)
Janus Youth Program
King Neighborhood Association
NAYA
Northeast Coalition of Neighborhoods
Oregon Tradeswomen
Portland Community Reinvestment Initiatives, Inc.

SE PORTLAND

African Women's Coalition
Catholic Charities – El Programa Hispano
Zenger Farms
Immigrant and Refugee Community Organization (IRCO)
Mult Co, Managers of Color
Multnomah County, Department of Community Justice
Multnomah County, Diversity and Equity
OPAL
Wisdom of the Elders

SW PORTLAND

Hands on Portland
Ecumenical Ministries
Fair Housing Council of Portland
Master Recyclers, Portland
Office of Neighborhood Involvement
Oregon League of Minority Voters
REACH Programs
SOLVe
Western States Center

Diverse networks can foster new ways of thinking by connecting you to people whose viewpoints, insights, resources, and lived experiences differ from your own. Many people find employment from someone they know, so it's important to diversify your network. Here are some suggestions:

ATTEND

- Advocacy groups
- Seek out literature, movies, seminars, etc. - learn about other cultures
- Coffee with people
- Showing Up for Racial Justice (SURJ) events
- Lectures
- Language immersion classes or meetings
- Diversity/Equity trainings
- Classes or Workshops to meet new people
- Community events that are culturally specific— try to interact with at least 3 people
- Collaborative groups (i.e. Intertwine Alliance, Portland Workforce Alliance, etc.)
- Learn a language
- Conferences
- Sports groups
- Be a regular at a place
- Intercambio's
- Dance classes (i.e. Square dancing, Salsa dancing, etc.)
- Adult education
- Classes at cultural centers
- Equity cohorts
- Opportunities that you normally wouldn't do (outside the box)
- Panels, documentaries, community organizing

VOLUNTEER

- Specifically to support organizations that serve communities other than your own.
- Mentor students of color.
- With other Non-Profits and organizations involved in environmental justice.
- Volunteer and support partnering organizations.
- At culturally specific or POC led groups.

REACH OUT

- Reach out to community organizations that help people of color.

- Professional networking
- Continue work with organizations like Rosewood, WIC, Meals on Wheels & Trash For Peace.
- Resource centers
- Clubs
- Affinity groups
- Connect with students in ethnic specific Programs (Black Student Union's, resource centers and other college groups)
- To communities and people you don't yet know
- Neighborhood Groups
- Tabling and outreach at diverse events
- Teachers/High Schools/Colleges

MAKE SURE TO...

- Use your personal interests as a pathway to diverse iterations of your interests (like art? Go see Latino art).
- Ensure that events you host are accessible to diverse audiences (make it a priority rather than going through the motions). Be authentic!
- Use professional opportunities (e.g. Hiring a community benefit organization) to make and deepen personal connections.
- Identify groups in the community that serve diverse populations – Begin to build relationships.
- Hire/recruit diverse volunteers/employees.
- Take the time to learn about the culture of diverse populations – from there, make outreach programming fit their needs.
- Read books written by people of color – discuss them in a diverse club.
- Learn about other programs that serve diverse populations – research best practices
- Ask who is missing.....without tokenizing.
- Share strength/time
- Get outside of your network and connect with personal interests outside of your field.
- Listen to Mujeres Bravas KBOO radio.
- Ask what would help?
- Put yourself in new situations where racial diversity exists.



Understanding Interviewing Biases

SHORT-TERM

There are many issues that interviewers run into when they allow biases to get in the way. These can include:

STEREOTYPING

Forming an opinion about how people of a given gender, religion, race, appearance, or other characteristic think, act, respond, or would perform the job - without any evidence that this is the case.

GENERALIZING

Occurs when interviewers assume a mannerism in the interview is part of a candidate's every day behavior. For example, candidates who are nervous in an interview can be generalized as always nervous. Or an interviewer might generalize that a candidate lacks written skills because the last two people who were hired from the same college had poor written skills.

SIMILAR-TO-ME

Job interviewers tend to favor candidates who affirm their opinions and decisions and believe they communicate better with people who share their background, language, and belief system. Hiring people based on likeability can lead to a lack of creativity and a loss of critical evaluation in the workplace.

FIRST IMPRESSIONS

An interviewer might make a snap judgment about someone based on their first impression (positive or negative) that clouds the entire interview. For example, letting the fact that the candidate is wearing out-of-the-ordinary clothing or has a heavy accent take precedence over their knowledge, skills, or abilities.

HALO EFFECT

When an interviewer allows one strong point about a candidate to overshadow everything else. For instance, knowing someone went to a particular university might be looked upon favorably. Everything the applicant says is seen in this light. ("Well, they left out an important part of the answer to that question, but, they must know it, they went to XYZ University)."

HORN EFFECT & NEGATIVE EMPHASIS

When an interviewer immediately judges a candidate negatively based on a single characteristic. Research indicates that interviewers give unfavorable information about twice the weight of favorable information.

CULTURAL NOISE

Since candidates want the job, they will provide answers the interviewer wants to hear, even if they are not entirely truthful. For example, an applicant might say that they have no problem working in a team setting, when this is not the case. Interviewers should prepare questions that probe for examples, instead of ones that elicit "yes" or "no" answers.

NONVERBAL BIAS

Undue emphasis might be placed on nonverbal cues that have nothing to do with the job, such as loudness or softness of voice, or the type of handshake given.

CONTRAST EFFECT

This occurs when an interviewer compares candidates to each other or compares all candidates to a single candidate. For example, if one candidate seems weak in some skill, others may appear to be more qualified than they really are.

Adapted from Society for Human Resource Management

10 ways to reduce interviewer bias

Define the job, not the person

Focus on what the candidate will do in the role, not what experience they should have.

Conduct a phone screen first

The phone minimizes the visual part of the first impression bias.

Use panel interviews

Replace the 30 minute 1:1 interview with a 2-3 person organized panel.

Script the interview

Conduct a work history review and ask every candidate the same questions.

Don't make snap judgements

Wait 30 minutes before making any "yes" or "no" decision.

Be a juror — not a judge

Hear all the evidence before deciding yes or no.

Use reverse logic

Become cynical with those you like, and open-minded with those you don't like.

Treat candidates as consultants

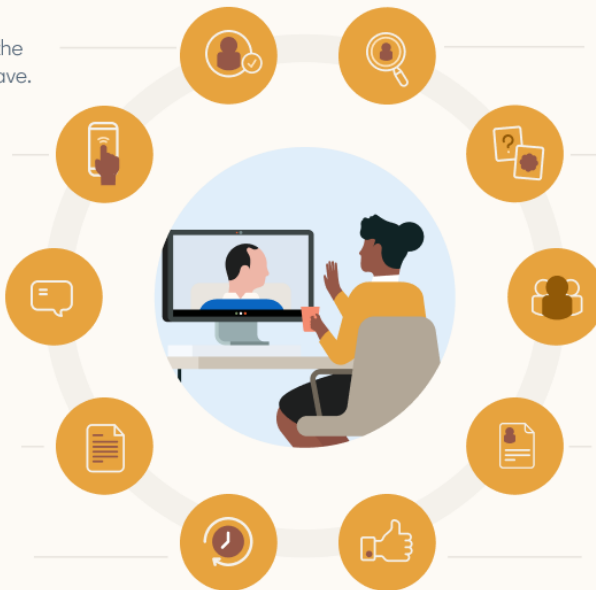
Assume the candidate is extremely competent and treat them with respect.

Use a talent scorecard

Require interviewers to provide evidence of the candidate's competence and motivation to do the work.

Measure first impressions at the end

Determine if the person's first impression will help or hinder on-the-job success.



Source: Lou Adler | performancebasedhiring.com

The goal of the interview is to collect accurate information in a uniform manner from all respondents. Here are some tips:

- Base interview questions on position criteria.
- Ask the same questions of each candidate and score them with an identified rating system.
- Conduct the interview in a private location that is accessible.
- Take notes to minimize interviewer bias or subjectivity.
- Consider “likeability” as its own scoring piece. Gives it a control so it doesn’t influence other questions.

There are various types of interviewing techniques that can be used when evaluating applicants. A combination of techniques will give the interviewer the best assessment of an applicant’s potential. Here are some examples:

DIRECTIVE

These questions require an applicant to respond with a precise answer. They usually relate to work history and the applicant’s ability to perform the duties of the position.

- Tell me/us how your background has prepared you for this position.
- Tell me about your experience with diverse groups of people and/or communities.
- What is your experience with social/environmental justice?
- What do you think the main challenges will be for you in this position?
- What are the skills or qualities which you will bring to this position?

NON-DIRECTIVE

These are open-ended and give the applicant an opportunity to decide what direction they will take in answering them.

- How would you describe yourself?
- How would your friends describe you?
- What is your philosophy on diversity, equity and inclusion?
- What did you like best about your last position?

BEHAVIORAL

These questions offer the opportunity to assess how an applicant might perform in the position by asking for examples of past performance that may help determine future performance. They are more about personality and how an applicant confronted interpersonal interactions in a work setting.

- Tell us about a time when you displayed strong leadership skills.
- When did you handle conflict on the job? Tell me about it and how you dealt with it.
- Tell us about a project that you completed start to finish.
- Explain how diversity has played a role in your education and/or career.

SITUATIONAL

These questions are similar to behavioral questions; however, they compel an applicant to speak about how they would deal with a particular issue in the future. They use a problem-solving approach to determine the applicant’s analytical skills and critical thinking abilities.

- How would you respond to [insert a particular situation or problem]?
- Describe how you would connect people or groups from diverse communities to our organization? What do you expect the challenges would be? What do you expect the benefits would be?
- You disagree with the way your supervisor says to handle a problem. What would you do?
- What would you do if the priorities on a project you were working on changed suddenly?

EQUITY FOCUSED

These interview questions help promote your organizations commitment to equity, diversity and inclusion, while illustrating an applicant's understanding of and involvement in such work. Examples include:

- Our organization is working hard to become more culturally responsive. How would you contribute to that work?
- Our organization has been on this path for a few years and some interest is lagging in a few departments. What are key steps you would take to address this slowing interest in racial equity?
- How do you see yourself contributing to the organization's effort toward cultural competency? (Listen to see if the candidate has past experiences that will add to or enhance the organization's efforts).
- Describe how an organization you were part of challenged racial inequities. Share its challenges and successes and describe your role in this work.
- Describe a situation in which you worked on a project with people who were from cultural backgrounds other than your own. What was challenging for you in this work? What did you do to make your work together successful?
- Provide a frank assessment of your own equity skills and challenges.
- How has your culture influenced you? (Listen to see if the candidate is aware of their cultural influences and how it has shaped their perspective).

CONFLUENCE QUESTIONS

These questions are what Confluence asks in interviews with the top three candidates at each site:

1. Did you receive and read the Pre-Interview Packet?
2. Have you been an AmeriCorps Member before?
3. Where did you hear about our program?
4. Can you perform the functions of the position with or without reasonable accommodation?
5. Explain why you are interested in being an AmeriCorps Member with Confluence?
6. As a Member, 80% of your time will be at the Project site and the other 20% of your time will be with Confluence. The time with Confluence involves being a part of the cohort, Team Meetings, National Service Days; Trainings, and Individual Development activities.
 - Which part of the full position, do you feel will be the most challenging and how will you address it?
 - Which part of the Confluence activities (the 20%) are you most excited about?
7. Why is service important to you?
8. What is your motivation for addressing environmental equity issues?
9. Name a time on a job, when you experienced a conflict? Please be specific and tell us how you dealt with it.
10. Tell me about a meaningful experience where you felt connected to the environment?
11. Is there anything else you want to say or do you have any questions?
12. Confluence puts a lot of effort into Orientation, Member Training and building the Cohort. Our Project Partners also put a lot of effort into Training and Mentoring. When a position is offered and a candidate accepts, our expectation is that the candidate has considered all aspects of our program and is truthfully able to commit to the FULL term of service. Leaving early is a lose/lose situation for ALL parties involved.
 - Have you considered what it will be like to live off the AC Living Allowance and is that feasible for you? Keep in mind AmeriCorps Members are not employees and therefore do not qualify for unemployment.
 - Can you commit to the full term of service from start to finish – September 7, 2022 – July 28, 2023?
 - Will you be able to attend our full Orientation – September 7-9 and 12-13? Members will start at their service sites on September 14th.



Interviewing AmeriCorps Applicants

SHORT-TERM

WHAT TO KEEP IN MIND

PRE-INTERVIEW

- Appoint one person to communicate with applicants throughout the recruitment process.
- Determine the values for success. What skills/experience must the applicant already have and what can be gained through education and mentoring. Consider how equity and inclusion will lead to greater success.
- Consider a system to eliminate potential bias through identifying details, such as replacing applicant names with letters or numbers.
- Create a template to send to applicants that outlines your timeline, process and any additional materials needed (see pg. 17).
- Assemble a diverse interview team that will give you varying perspectives. If you currently host an AmeriCorps Member, it is a great idea to include them in the interview process.
- Be prepared to provide reasonable accommodation where necessary. Examples can include (but are not limited to): written materials in accessible formats, readers or sign language interpreters, interviews and other components of the application process are held in accessible locations, and modifying equipment or devices where necessary.

INTERVIEW

- We encourage you to conduct in-person or video interviews. Try to spend enough time speaking with the applicant so that both parties feel informed about skills and expectations.
- All requirements for your position must be made clear during the interview. (Requirements may include a car, driver's license, driving policy, weekend or evening hours, specific dress codes, or drug testing, etc).
- Explain the **partnership** between Confluence and your site. It is important to make sure that all applicants understand this position will require participation in both programs.
- Explain the day-to-day expectations and review year-long picture related to your AmeriCorps project. It is important to outline the percentage of time that will be spent on each aspect of the position; especially the percentage of time that will be spent in the field with youth/community/outdoors versus in the office at a desk.

INTERVIEW CONITNUED (from pg. 13)

- Transportation to and from your project site can be a deciding factor for many AmeriCorps Members. Make sure to share information about commuting options:
 - **Bicycle** - Is there onsite bike parking? Is it close to bike paths? <http://tripplanner.bicycle.org>
 - **Public Transportation** - What are the options (Max, bus, street car)? How close does it drop off? How often does it come? <http://www.trimet.org>
 - **Personal Vehicle** - Is parking free? Is a personal vehicle really needed? Are there alternatives?
 - **Carpools** – Is there one set up in your agency already?

POST-INTERVIEW

- Follow-up with all applicants after the interview to let them know what the next steps are (See pg. 17 for example).
- Many AmeriCorps programs will be recruiting at this time, so applicants applying to your position may also be applying to other positions – either within our program or with other programs. When choosing your top 3 candidates, make sure you don't release the other applicants until the position is filled.



Here are a few sample templates to give you ideas on how to communicate with applicants:

APPLICATION INTAKE

- *Thank you for your application to the [POSITION TITLE] position with the [ORGANIZATION]. We wanted to share with you our recruitment timeline for this position:*
 - *June – Intake applications*
 - *July – Review and Interview Candidates*
 - *July 18th-21st –Decisions & Reference Checks*
 - *July 22nd – Recommend Top 3 Candidates to Confluence*
 - *July - August – Confluence Conducts Interviews and Offers Positions*
 - *September 8th – Position Start Date*

We will notify you by July 22nd about the next steps for you in the process. Thank you for your patience.

INTERVIEWS

SCHEDULING:

- *Thank you for taking the time to interview with [ORGANIZATION] for the [POSITION TITLE] position. Your interview [ZOOM, IN-PERSON, PHONE] is scheduled on _____ at _____ (PST). It will take place [VIRTUALLY, AT OUR OFFICE; INSERT ADDRESS] and last about 45 minutes. [INSERT ANY SPECIAL INSTRUCTIONS].*

DEFER:

- *Thank you for your application to the [POSITION TITLE] position with the [ORGANIZATION]. Unfortunately, you were not selected to interview for this position. We appreciate the time and energy reflected in your application for this position, and encourage you to watch our website for other positions that may be of interest to you.*

NEXT STEPS

CONTINUATION:

- *You have been chosen as one of the top candidates for the [POSITION TITLE] position with the [ORGANIZATION]. We are sending your name and materials onto Ashlie Tainer and she will get in touch with you about the Confluence interview and next steps. If at any time in the process, you are no longer interested in this position, please let us know, so we can move on to the next candidate.*

STAND BY:

- *Thank you for taking the time to discuss the [POSITION TITLE] position with us. We appreciate your patience as we complete the interview process with all qualified candidates. We will be in touch by [INSERT DATE] to inform you of our decision. If at any time in the process, you are no longer interested in this position, please let us know.*

DEFER:

- *Thank you for taking the time to discuss the [POSITION TITLE] position with us. Our application pool was very competitive and unfortunately, you were not selected for this position. Confluence has many positions available at this time and we encourage you to review them to see if any are of interest <http://www.confluencecenter.org/>.*

THINGS TO KEEP IN MIND

- The intent of a reference check is to look for information that would change your decision on who to hire, not confirm it.
- Each applicant is asked to provide two written references with their AmeriCorps application (see pg. 12) to Confluence, that **Confluence forwards on to you for review**.
- If you prefer following up with a verbal reference check, or if Confluence has not received the completed materials, you will contact the references for each candidate you select.
- Begin the reference check by describing the position for which you are considering the applicant.
- Know (or ask) the position of the reference within the organization, and their professional relationship to the applicant.
- Use the information from the résumés and your interviews to probe during reference checks.
- Make sure to get an answer to the questions you ask, and then ask if there is anything else they would like to share.
- Pay attention to what the reference is saying. If the reference “raises a red flag”, avoids answering a question or is vague – inquire further.
- Contact the candidate if you are having trouble contacting a reference or if they do not return your call.
- Follow up with a reference if you find out additional information and need clarification.
- Confluence requires at least two reference checks for each candidate. It is important that you feel comfortable with the candidate(s) that you select for your position, so you may wish to do more.

SAMPLE QUESTIONS- IF COMPLETING VERBAL CHECK

- Verify the candidate's dates of employment, title, and role.
- Is the candidate eligible for rehire? Why or why not? What was their reason for leaving?
- Look at the requirements on your position description; ask if they feel the candidate would fulfill them.
- Did the candidate go above and beyond what was required of them without being asked?
- What were the candidate's strengths?
- Ask the reference to evaluate the candidate's performance of the tasks likely to be assigned in the new position.
- Was the candidate punctual? Were there any issues with tardiness or absenteeism?
- Is there anything else I should take into consideration before making my decision?



AMERICORPS REFERENCE QUESTIONS- COMPLETED BY TWO REFERENCES ON AMERICORPS APPLICATION

Reference Information

Name: Address: Is this a foreign (non-US) address? Check here.
E-mail: Home Phone Number:
Organization: Work Phone Number:

How long have you known the applicant? Years: Months:

In what capacity have you known applicant? Job Supervisor/High School Teacher/Clergy/Volunteer Supervisor/College/Instructor/Coach/Other(specify):

*In your judgment, how competent is this applicant, as demonstrated by work in the community, in school, on the job, or in a position of responsibility? Please select one. Outstanding performance/Above average performance/Satisfactory/Below average performance/Unsatisfactory performance

*KNOWLEDGE OF THE APPLICANT:

Please describe the situation in which you know the applicant.

*WORK PERFORMANCE

Please comment on such qualities as the applicant's level of dependability, initiative, and ability to work with minimal supervision and as a member of a team.

*RELATIONSHIPS WITH OTHER PEOPLE

AmeriCorps Members must serve and communicate with people of varied cultural, economic, educational, racial, and religious backgrounds. Please comment on the applicant's relationships with others and ability to work as a part of a team.

*EMOTIONAL MATURITY:

Please comment on the applicant's ability to adapt and work under difficult and changing conditions.

ADDITIONAL COMMENTS AND SUPPORTING INFORMATION

If you wish, use additional comments to explain any of your ratings, and anything else about this applicant that you feel is relevant to serving in AmeriCorps - such as the applicant's desire to serve others, maturity, work ethic, flexibility, and dependability. Explain any reservations that you have regarding the applicant's participation in the AmeriCorps program to which he or she has applied.

Overall recommendation

What is your overall recommendation?

- I recommend the applicant for AmeriCorps service.
- I have some reservations, but I believe the applicant will succeed in serving with the AmeriCorps.
- I do not recommend this applicant for AmeriCorps service.

What if I want my current Member to come back for a second year?

Great! Conduct an interview to make sure they understand any new expectations and/or changes to the position. If they are 100% sure they want to return, contact Ashlie. We will want to interview them to make sure this is a good fit. If they aren't 100%, we will still have you recruit to find other candidates for your 2nd and 3rd choice. Plans can change, so it will be important for you to have other candidates just in case.

How many applicants can I interview?

As many as you want! Just remember that the longer you keep applicants in the process, the more likely they are to accept a position somewhere else.

What if I don't want to interview an applicant?

Be honest and let them know that you will not be interviewing them at this time.

What kind of timeline can I set?

Positions are posted starting the week of **May 27th** and you will need to find your top candidates by **July 22nd**. You can probably start interviewing as early as the beginning of June. Make sure to set a timeline that will ensure your success.

What if I don't have enough qualified applicants?

Contact Ashlie to request additional outreach support for your position.

What do I do if I don't find any candidates by the July 22nd deadline date?

Contact Ashlie immediately. Remember that Confluence needs sufficient time to successfully fill the position.

What if I am getting too many applicants?

Notify Ashlie to remove your position description from Confluence website. Continue to communicate with all applicants, just change your message (i.e. Thank you for applying, but we are no longer accepting résumés at this time).

What if the position description changes?

Contact Ashlie to talk about the changes you want to make. If they are significant, we will update the position description.

I found the candidates I want, now what?

Send an email to Ashlie with resumes, cover letters and reference approval on all three candidates. Make sure to list your candidates in order of preference. Inform your candidates of the next steps (see pg. 17 for examples).

What if I don't find three candidates I like?

Conduct a second round of interviews to find three qualified candidates.

Do I need to make sure the applicant meets our position requirements or will Confluence do that?

If you have specific requirements for your position, you need to review those in your interviews. Confluence will check each applicant for [AmeriCorps Requirements](#), but will not check to make sure they have the specific requirements needed for each individual position; that will be the Supervisor's responsibility.

What If I'm going on vacation during the selection process?

It will be your responsibility to meet the July 22nd deadline. Appoint someone during your absence and send Ashlie their contact information.

Do I need to check references?

It depends. Each applicant is asked to provide two written references with their AmeriCorps application to Confluence, that Confluence forwards on for review. They are also instructed to send you a cover letter, résumé and three reference contacts. If you prefer following up with a verbal reference check, or if Confluence has not received the completed materials, you will contact the references for each candidate you select.

How do I get a copy of the applicant's AmeriCorps application?

Confluence does not provide Supervisor's with AmeriCorps applications, but if you would like more information on a candidate, call Ashlie and she would be happy to discuss the candidate's application with you.

How will I know if the candidate has accepted the position or not?

Ashlie will notify you by email.

Can I ask the Member to start earlier than or during the Confluence Member Orientation?

No, our Members cannot begin their positions until after they have started orientation.



Thank you for your support and energy in recruiting a Member Corps that reflects the communities they serve to help "get things done"!