

## RECRUITMENT GUIDE BOOK

This guide book provides a basic strategy that you can adapt to recruit VISTA members from your community. It will help you develop a list of target groups that may be able to fill your position and help you get the word out about your opening. In addition, it clarifies the role Habitat for Humanity-MN (HFH-MN) plays in the recruitment of VISTAs.

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<<HFH-MN provides the following attachments to the sites on a CD. The attachments are not included in this file. >>

### **On CD:**

- VISTA Logo
- Sample Newspaper Ad
- Sample Press Release
- Sample Press Release 2
- Sample Flier
- Sample Internet Posting
- Use of Vehicles or Public Transportation Form
- VISTA Application
- VISTA Reference Form
- VISTA Member Benefits Election Form
- VISTA What to Know Before Beginning Service Letter
- Sponsor Evaluation of Applicant
- Pre-Service Orientation Registration Information (Travel Page)
- Proof of Citizenship or Lawful Permanent Residency Form
- Documentation of Members as Citizen, National or Permanent Resident (instructions)

## **Habitat for Humanity-MN Recruitment Activities Overview**

While the primary responsibility for recruiting VISTAs lies with the host affiliate, HFH-MN provides assistance in a variety of formats. HFH-MN targets its recruitment efforts on activities that have a statewide or national focus. The following is an overview of the recruitment activities coordinated by HFH-MN.

### **Job Fairs**

HFH-MN represents the HFH-MN VISTA program at a variety of job fairs around the state of Minnesota. The majority of these job fairs are for college students and recent graduates in the Twin Cities metro area. However, HFH-MN will recruit at fairs outside of the metro area. If there is a local career fair in your area, please contact HFH-MN to inquire about attending the fair or sharing a booth.

### **Online Postings**

HFH-MN posts VISTA positions online on a variety of sites. Positions are posted to all available MN State Colleges and Universities sites, as well as private colleges and the University of MN system. HFH-MN also posts at a variety of colleges and universities in the surrounding states. If you have a local college or university, contact their career services office to find other opportunities for recruiting students. HFH-MN also posts the positions on other online sites, including the MN Council of Nonprofits, Idealist, PartnerNet, volunteer matching sites and the AmeriCorps website, A\*CRPS.

### **AmeriCorps Recruitment and Placement System (A\*CRPS)**

A\*CRPS is the AmeriCorps online recruitment website. Potential candidates browse the listings of all available AmeriCorps positions available throughout the United States, including the HFH-MN VISTA positions. This website allows people to apply online for positions and also allows HFH-MN to search for candidates based on certain criteria, such as area of interest and location of interest.

## **GET THE WORD OUT!**

### **Recommended strategies for recruiting VISTA members in your local community**

#### **Colleges**

- Call local college and university career offices to tell them about your VISTA position.
  - Contacting them can be a great resource now and in the future
- Make presentations or speak at local HFH campus chapter meetings
  - HFH-MN sends postings of VISTA positions to HFH Campus Chapters
  - Contact HFH-MN if you need assistance contacting your local campus chapter

#### **Affiliate Related**

- Write an article in your affiliate newsletter
- If you collaborate with other organizations, ask to place an announcement in their newsletters
- Place an announcement on your affiliate website
  - See an internet posting example on the resource CD
- Announce the position at speaking engagements, meetings, and other events
- Send a press release to local media, newspapers, radio, etc., announcing that you have been awarded a VISTA position and are seeking applicants

#### **Local Efforts**

- Word of mouth
  - Ask former VISTAs and former and current board members to help spread the word
  - Tell people you know about the position. Ask them if they know anyone who would be a good fit
- Ask local Workforce centers to post the position and refer applicants
- Place an announcement in church bulletins.
- Participate in local job and community fairs
  - These are also a great places to recruit volunteers
- Host information sessions at local libraries, town meetings, or local and county fairs
- Place an ad in your local newspaper, Shopper, etc.
  - See newspaper example on the resource CD
- Post flyers in your community (churches, coffee shops, bookstores, grocery/drug stores etc.)
  - See flier example on the resource CD

#### **Retirees/Baby Boomers**

- Contact your local AARP
- Contact the Area Agencies on Aging
- Post flyers at local Senior Housing Complexes
- Tell baby boomers about the health and social benefits of volunteering as well as the opportunities available that will suit their lifestyle, interests, and expertise.
- Use the Web. Forty-five percent of boomers regularly use the Internet. Keep your website up-to-date and link to the campaign to engage Baby Boomers in national service: [www.getinvolved.gov](http://www.getinvolved.gov)

**Supervisor to Supervisor Recruitment Advice**  
Taken From Supervisor Trainings: 2/4/05 and 2/3/06

- **Don't Be Desperate: Better no VISTA than the wrong VISTA**  
One supervisor summed this up well with one of her own recruitment experiences. She only received applications from a few candidates. In the rush to get a VISTA signed on before the deadline, she found someone who did not possess the most important requirements of the position. This was the ultimate reason the VISTA did not work out with that particular affiliate. The affiliate may have benefited from waiting for the next recruitment window to find someone who better met their requirements.
- **Passion for service is as crucial as skills**  
A supervisor shared this experience. His prior VISTA took another job three months into her VISTA service year. She was a smart, capable, and a hard-worker but lacked the dedication to the VISTA mission. Many supervisors stated that the passion for service is equally or more important than the specific skills that VISTAs possess.
- **Fit: It has to be right**  
The ultimate goal is to find a VISTA who fits both your affiliate's needs and the position requirements. Search for a candidate who has the skills required for the work plan; finding someone with a personality that fits with your affiliate is just as important. If you want someone with high energy to go out into the field and energize volunteers, find someone with those qualities; don't choose someone who has great writing skills but prefers to stay in the office.
- **Clear, open process: Tell the truth and share the workplan, environment, support, and role with the potential VISTA**  
Be honest. Don't sugar coat anything. If you do, the VISTA will find out sooner or later. A poorly informed member is more likely to leave during their year of service.
- **VISTAs need attention: Are you prepared for the effort?**  
Within one short year, VISTAs need to get acclimated to both the organization and the community. This is not an easy for anyone. Adding the stress of limited pay and resources can make for a very challenging year. VISTAs will need your guidance, support, supervision, and encouragement throughout the year.
- **Select the right person**  
Remember, you'll work with the VISTA 40 hours a week for 52 weeks. You are opening the door into your affiliate. You're not just a supervisor but also family/mentor/resource. Be prepared to deal with youthful exuberance, high idealism, an achiever attitude, as well as passion, drive and commitment.
- **Don't forget the Baby Boomers!**  
Many of our longest serving VISTAs are baby boomers who are semi-retired or seeking a career change. Often they are residents of the local area who have strong ties to the community.

## Interviewing Techniques

Interviews are a critical part of the selection of a VISTA candidate. Below are some Best Practices in interviewing potential VISTA members.

### Preparation

- Review the application and resume, if available. Use prepared questions for the interview.
- Set aside enough time for an in-depth interview (between 45 minutes to 1½ hours).
- Do not keep the applicant waiting.
- If there are multiple interviewers, designate a clear lead interviewer. Communicate each person's role in the interview so as not to intimidate or confuse the candidate.
- Avoid interruptions.
- Be friendly and make the applicant feel comfortable.
- If conducting a phone interview:
  1. Set up a time with the applicant that reflects any time zone differences
  2. Arrange a conference call if more than one staff member is participating in the interview
  3. Let the applicant know who will be listening during the interview

### Structure

- Find out about the candidate's background.
- Take notes. Invite the candidate to take notes since you'll be giving them information about VISTA and Habitat for Humanity
- Provide details about VISTA, its benefits, and other key information.
- Provide information about the position, your affiliate, and Habitat for Humanity in general.
- Provide a brief description of the geographic area of the work site.
- Invite the candidate to ask questions.
- Explain procedures leading to the final decision.

### Gather Information

- Ask comprehensive, open-ended questions.
- Begin with broad questions in each area, then move on to more specific ones.
- Use comprehensive questions and non-verbal cues such as head nods to encourage complete answers.
- Use silence or extended pauses to draw out reticent applicants.
- Don't frown, show surprise, or otherwise communicate in a way that might discourage the candidate from giving potentially negative information.
- Summarize and restate what you hear to make sure you understand the candidate correctly.
- If conducting a phone interview, allow for pauses so as not to interrupt an applicant's answer with your next question. Provide verbal feedback during the applicant's response to indicate your attention.

### **Provide Key Information**

Review the VISTA Supervisor's Manual to go over the specific points outlined below:

- Stress the philosophy of VISTA and the commitment involved.
- Discuss the specific hours of employment and whether evening and/or weekend work is expected.
- Explain the Pre-Service Orientation (the three day, out-of-town training prior to service).
- Discuss travel reimbursement (if applicable).
- Provide the exact amount of the subsistence allowance and discuss the candidate's ability to manage on that amount (paying rent, all other expenses, and any outstanding loans, etc).
- Discuss cost and availability of suitable housing (especially important for out of town candidates).
- Point out that the living allowance is taxable.
- Mention possible deferment of qualified student loans.
- Explain the choice between the education award and end-of-service cash stipend.
- Explain that health benefits are provided.
- Review the childcare benefit, if applicable.

### **Closing the Interview**

- Be honest, realistic, and as specific as possible in describing the job and work environment.
- If you have doubts or concerns about a candidate, spell out your concerns and let the person respond.
- If you are clearly not interested in a candidate, explain calmly why you cannot accept the person at this time and give specific examples of how he or she does not meet the criteria.
- Inform the applicant about the next step in the process and the tentative timeline for that process.

### **Clues to Look for During the Interview Process**

- Is the candidate a self-starter?
- How much and what type of volunteer work has she or he done?
- Consider the candidate's previous commitments; has he/she followed through?
- Did the candidate ever make and meet a difficult and challenging commitment?
- Is the candidate flexible and adaptable?
- Look for enthusiasm, readiness for challenge, and ability to deal with adversity.
- Has he or she thought about reasons for applying to become a VISTA member?
- Is the applicant looking for a job or looking for a service opportunity?
- Is the applicant tolerant and able to work with a wide variety of people?
- Consider the types of questions the candidate asks during the interview.
- If you conducted a phone interview, was the applicant attentive or watching television or folding laundry while speaking to you?

### VISTA Sample Interview Questions

1. Why are you interested in National Service at this point in your life?
2. Why are you interested in VISTA?
3. How will serving as a VISTA in this particular project contribute to your professional and/or personal goals?
4. Please explain your interest or experience in working with Habitat for Humanity?
5. Please talk about your experience working in a culturally diverse environment.
6. Please talk about your experience working with low-income people and/or poverty related issues?
7. What type of experience do you have working with non-profit organizations?
8. 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?
9. VISTAs are responsible for designing, coordinating, and managing complex community based projects. Please describe your experience in this area.
10. Can you describe a time you initiated something and saw it through to completion?
11. What types of supervisors have you had the best working relationships with in the past?
12. What does professionalism mean to you?
13. Public speaking is a large part of this VISTA position. What training and experience have you had that prepares you for this aspect of the position?
14. On a scale of one to ten (with one the worst and ten the best), how would you rate your written communication skills? Why? Oral communication skills? Why?
15. As you know, VISTAs make a 12-month, full-time commitment to national service at their projects. VISTAs only receive approximately \$810 each month to live on (depending on location). So they can serve to the best of their abilities, VISTAs are not allowed to have another job or be enrolled in school. How have you prepared for the financial hardship you will likely face?
16. Are you interviewing at other VISTA placements?
17. Are you considering any other options besides VISTA?
18. Can you foresee any reason why you would be unable to complete 12 months of service?
19. Do you have any other questions?

## CIVIL RIGHTS GUIDELINES FOR GRANTEES ON ACCEPTABLE INTERVIEW QUESTIONS

Interview or application questions that are not directly position-related are oftentimes considered direct evidence of discrimination (but there is no problem requesting necessary information **after** the selection process is complete and a job offer has been made). To avoid possible liability, it is **always** advisable to avoid certain types of questions, because if a manager does not have information available during the selection process, he or she can always legitimately say the selection was not based on that information.

The following questions do not directly address the applicant's ability to perform the essential duties of the position:

- **Questions about marital status** (including preferred forms of address)
- **Questions about children** (including ages of children, child care arrangements, pregnancy, or future family planning)
- **Questions about the ability to work overtime or to travel, as it relates to dependents or family life** (but a grantee may describe requirements for overtime or travel and ask if the applicant foresees any problem fulfilling the duties)
- **Questions about disability or medical conditions** (these can be tricky, so some examples are set forth below)

Non-disability-related questions (OK to ask, if asked of everyone):

1. Can you perform the essential functions of the job, with or without reasonable accommodation?
2. Describe/demonstrate how you would perform the job functions.
3. Do you have a cold? How did you break your leg?
4. Can you meet the attendance requirements? The travel requirements?
5. Do you illegally use drugs?

Disability-related questions (**DO NOT** ask at interviews):

1. Can you perform marginal functions of the job?
2. Do you have AIDS? Asthma?
3. Do you have a disability which would interfere with your performing the job?
4. How many days were you sick last year?
5. Have you ever filed for worker's compensation?
6. Have you ever treated for alcohol problems? Substance abuse problems?
7. Have you ever treated for mental health problems?
8. What prescription drugs do you take?

### Questions About Medical Conditions or Disability Issues

A grantee may ask about an applicant's ability to meet the essential functions of the position, with or without reasonable accommodation, or to fulfill bona fide medical qualification requirements. Essential functions are the minimum abilities necessary for safe and efficient performing of the duties of the position. However, care must be exercised when asking such questions because, **unless** an accommodation constitutes an undue financial or administrative burden or fundamentally alters the nature of the program or activity (and these are very high standards to meet), the need for or cost of an accommodation **may not** influence a selection decision.

**Excluding a disabled applicant is acceptable only if:**

- The disability endangers the health and safety of others
- Performing the essential functions endangers the health and safety of the applicant.

If they can perform the essential functions of the position, persons with contagious diseases (e.g., tuberculosis) that are in remission may not be passed over for selection based on their disability. Further, all HIV-positive persons are persons with disabilities, and not selecting an applicant solely on the basis of this illness is discrimination.

**Medical Examinations**

Nothing prohibits a grantee from conditioning an offer of service on the results of a medical examination conducted prior to the person's entrance on duty, **provided that all entering persons are subjected to such an examination regardless of disability** and the results of such an examination are used only in accordance with these guidelines.

**Records Maintenance**

Medical information about an applicant or service member must be collected and maintained as confidential medical records. The only authorized disclosures are to:

- Selecting officials (if eligible under a special appointing authority) or officials responsible for affirmative action.
- Supervisors and managers (regarding any restrictions on the duties or needed accommodations).
- First aid and safety personnel (if the condition might require emergency treatment).
- Government officials investigating compliance with laws, regulations, and instructions relevant to equal opportunity and affirmative action for individuals with disabilities. Statistics generated from information obtained may also be used to manage, evaluate, and report on equal opportunity and affirmative action programs.

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Equal Opportunity Office  
Corporation for National Service  
1201 New York Avenue  
Washington, D.C. 20525  
(202) 606-5000, ext. 312 (voice)  
(202) 565-2799 (TDD)  
eo@cns.gov  
www.nationalservice.org

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### Illegal Interview Questions

**State and Federal laws that determine inappropriate or illegal interview questions govern the interview process. Interview questions should be “job-related” and should not be used to discover personal information.**

Here are some other examples of illegal interview questions and possible alternatives:

<b>Do Not Ask These Questions</b>	<b>Alternative Questions</b>
What’s your age or your date of birth?	None
What is your religion?	None
Does your religion allow you to work on Sundays?	(If working on Sundays is applicable) Do you have any responsibilities that will conflict with job attendance or travel requirements?
What are your religious holidays?	Do you have any responsibilities that will conflict with job attendance or travel requirements?
What is your political affiliation?	None
How is your health?	None
Does your family approve of you traveling?	None
Do you have children? Do you plan on having children?	None
What are your childcare arrangements?	Do you have any responsibilities that will conflict with job attendance or travel requirements?
Have you ever been arrested?	Have you ever been convicted of a crime?
Do you speak English at home?	None
Do you rent or own your own home?	None
Are you married? Are you divorced? What is your maiden name?	None
Is that Miss, Ms., or Mrs.?	None
What is your race? What is your native language?	None
Is your husband or wife employed?	None
How will you handle the commute?	None
Are you a U.S. Citizen? Where were you born?	Can you show proof of your eligibility to work in the U.S.?
Do you have a disability?	Are you able to perform the essential functions of this job?

## Second Interview Tips

### Purpose of the Second Interview

There are two primary reasons for the second interview:

1. You can make a more in-depth assessment of the candidate prior to making a VISTA position offer. Conduct a second interview when you are confident that the candidate has the skills and ability to do the job. It provides an opportunity to confirm that there is good match between the candidate and the affiliate.
2. The candidate has an opportunity to see the affiliate, meet some of its people first hand, and make an informed decision if an offer is made. The candidate, like the affiliate, is trying to determine whether or not there is a good fit between the two.

### On the Interview Day

1. Discuss the outline of the second interview process.
2. If meeting in person, take a tour of the facilities and community and introduce the candidate to staff members and key volunteers.
3. Take them out to lunch to get to know them better.
4. Share the “Things to go over with your new VISTA” document, and make sure they understand it.
5. After the interview, follow-up with the candidate and thank them for coming.

### Sample Second Interview Questions

Send these to the candidate prior to the interview.

1. Please bring a writing sample and an example of one of your projects. Be prepared to talk about the development/creation of each. (The writing sample could be a paper from school and the project could be a newsletter, website, brochure, poster, or anything else that would show your skills.)
2. Please come prepared to talk about your experience in collaboration, teamwork and cooperation.
3. Please let us know why this particular position is of interest to you.
4. Please be prepared to talk about your attention to detail. Feel free to bring in examples that demonstrate this.
5. Please share your 3 most important values in a workplace setting.

## **Checking Applicant References: Examples of Questions to Ask of References**

### **Why do reference checks?**

Many things can be learned from a conversation with the applicant's references. The more informed your decision, the higher the likelihood of a successful VISTA placement. HFH-MN requires that supervisors verify by phone both written references supplied by the VISTA candidate. Examples of preferred references include employers/supervisors, college instructors, and representatives of organizations where the candidate has volunteered. Reliance on references provided by friends, family members, and co-workers who have not supervised the candidate is strongly discouraged. In lieu of written references, the supervisor may take references by phone and provide written documentation of the conversation.

### **Examples of preferred questions that may be used for verification of references:**

#### Verification Questions

1. I'd like to verify \_\_\_\_\_ dates of employment from \_\_\_\_\_ to \_\_\_\_\_.
2. What type of work did \_\_\_\_\_ do?
3. Why did \_\_\_\_\_ leave your organization?

#### Performance Questions

4. What are \_\_\_\_\_ strong points? What characteristics do you most admire about him/her?
5. Did \_\_\_\_\_ supervise or lead other people? How many? How effectively? Can he/she create a team?
6. What are \_\_\_\_\_ shortcomings? Was he/she trying, or should be trying, to change anything about him/herself?
7. How would you rate \_\_\_\_\_ performance on a scale of 1 to 10 compared to other people you have observed in a similar capacity? (1 is the worst score and 10 is the best)
8. Is \_\_\_\_\_ honest?
9. How well does \_\_\_\_\_ relate to other people? Is he/she a team player?
10. What did \_\_\_\_\_ accomplish with you? What changed as a result of his/her involvement? Did he/she progress?
11. Is \_\_\_\_\_ a reliable person? Does he/she have any personal problems or bad habits that interfere with job performance? Were there ever any punctuality or attendance problems?

#### Developmental Questions

12. What is the biggest change you've observed in \_\_\_\_\_? Where has there been the most growth?
13. If \_\_\_\_\_ asked you what would most improve the way he/she performs on the job, what specific advice would you give him/her?
14. What is the best way to work with \_\_\_\_\_ to quickly maximize his/her talents and effectiveness for the organization?

## VISTA Candidate Selection Process

Here are some simple steps to guide your affiliate through the VISTA candidate selection process.

1. Review the AmeriCorps application (approval of candidate by CNCS is contingent upon the completion of the AmeriCorps application). See AmeriCorps Application on CD.
2. Review and verify applicant references. See page 12 for more information on reference checks.
3. Note and evaluate any “red flags” from the application and/or references. **Examples of “red flags” include: criminal history, terminations of employment, frequent job changes, weak or poor references.**
4. Interview the candidate. Follow up on any “red flags” from the application during the interview. See pages 5 through 12 for more information on interviewing.

**TIP: Affiliates are not required to interview all candidates who apply for the position. If an application comes to you and does not fit your criteria, please notify HFH-MN so that other options may be presented to the applicant.**

5. Review “Things to Go Over with the VISTA Candidate” document. Ensure that the candidate understands and accepts the requirements of the VISTA commitment.
6. Notify HFH-MN that you’d like to offer a candidate the position. Update HFH-MN regarding any progress in filling the position.

**TIP: Don’t immediately reject other candidates once you’ve offered the position to a candidate. The candidate you choose may not accept the position, and having a backup never hurts.**

7. Make an offer to the final candidate. Give the candidate time to think about the offer. Tell the candidate that if they accept, their application and enrollment paperwork will be reviewed by HFH-MN and CNCS for final approval.
8. Once a candidate accepts the position, notify other candidates that the position has been filled.
9. Ask the final candidate to complete the VISTA enrollment paperwork. See Enrollment Paperwork Chart on page 15.

**TIP: When completing the Sponsor Evaluation form, VISTA Supervisors must address any “red flags” noted in the application and/or references in order to demonstrate that due diligence was observed in the selection of the candidate. The director of the CNCS state office (Bob Jackson) will review all application and enrollment materials. He makes the ultimate decision about whether a VISTA candidate is approved for a placement.**

## **Things Review With the VISTA Candidate**

**Confirm** that the candidate is committed to the VISTA position and is not considering other options (employment/service/school). Affiliates will **not** have the opportunity to replace VISTA candidates who "back out" of their commitment after the recruitment deadline.

### **VISTA is a full time commitment**

During a VISTA term, a member is not allowed to hold another job or attend school. This policy of the Corporation for National and Community Service (CNCS) applies to all VISTA members.

### **VISTA is a one-year commitment**

To receive the end of term educational award or cash stipend, a VISTA must complete their full year of service. If the candidate anticipates anything that might prevent them from completing a full 12 months of service, those issues should be discussed with the VISTA Supervisor and VISTA Program Manager prior to enrollment.

### **Pre-Service Orientation**

Prior to beginning the VISTA term, the VISTA must attend a 4-day Pre-Service Orientation (PSO) in the Chicago area. Expenses to/from PSO, accommodations, and meals are covered by the (CNCS). VISTAs term of service begins the last day of their PSO.

### **How VISTAs get paid**

VISTA candidates will complete a form to set-up their direct deposit prior to PSO. VISTAs will be paid twice a month and federal taxes may be withheld. VISTAs must file a W4 form with HFH-MN.

### **VISTA Trainings**

HFH-MN sponsors three day VISTA trainings throughout the year, usually in September, November and January. Trainings generally begin at noon on Wednesday and end at noon on Friday. Each VISTA member is expected to attend all trainings in their entirety. Trainings will be held at various locations around the state of Minnesota and will require overnight stays. Affiliates will reimburse VISTAs for mileage to and from the training location. The other costs associated with trainings (lodging, meals, trainer fees) are covered by HFH-MN.

### **Events**

Occasionally throughout the term, other VISTA events may take place. VISTAs are expected to participate if possible. Affiliates are asked to allow VISTAs time away from their regular duties to participate in events sponsored by HFH-MN and/or CNCS. VISTAs are not required to use personal leave for these activities. If at all possible, advance notice of the dates and times for these VISTA gatherings will be provided. Examples of events may include, but are not limited to, VISTA service projects, statewide VISTA conferences, and end of term events.

### **VISTA Resources:**

Experiencing challenges, frustrations and setbacks is normal for a VISTA during their year of service. The VISTA Supervisor, Program Manager, VISTA Leader, and fellow VISTA members are available to provide support, advice and encouragement. Utilizing these resources will help to ensure a positive VISTA experience.

**VISTA Enrollment Paperwork**

<b>Form/Document*</b>	<b>Who completes the form?</b>	<b>Special instructions</b>
<b>AmeriCorps VISTA Application</b>	VISTA Candidates	If the applicant applied online there is no need to fill out the paper application.
<b>Application Certification</b>	VISTA candidates who completed and submitted their application online	
<b>AmeriCorps VISTA Sponsor Evaluation</b>	VISTA Supervisors	
<b>VISTA Checklist (What to Know Before Beginning Service Form)</b>	VISTA Candidates and Supervisors	On page 2 of this document the supervisor should fill in the start date, last day of service, affiliate address, Supervisor name, service hours, and gross subsistence allowance amount.
<b>Proof of Citizenship or Lawful Permanent Residency</b>	VISTA Candidates and Supervisors	Supervisor must verify status by reviewing documents described in the instruction form. Photocopies of documents should be mailed to HFH-MN along with completed form.
<b>Reference Forms</b>	References identified by the VISTA candidate	<b>Two references must be submitted for each VISTA candidate.</b> Contact the VISTA Leader for assistance with references submitted online.
<b>Ed Award Election Form</b>	VISTA Candidates	Contact VISTA Program Manager for additional information about the education award and stipend benefits
<b>Pre-Service Training Orientation Registration Information Form (Travel Page)</b>	VISTA Candidates	

- All forms can be found on the HFH-MN VISTA Supervisor Resource CD
- Mail original copies of completed forms to the VISTA Program Manager at HFH-MN
- Keep copies of all enrollment paperwork in a VISTA personnel file at the affiliate office

**DOCUMENTATION OF MEMBERS AS A U.S. CITIZEN, NATIONAL OR PERMANENT RESIDENT**

AmeriCorps\*VISTA is required to verify and document that VISTA members are U.S. Citizens, Nationals or Lawful Permanent Residents. To meet documentation requirements, the sponsor may **either** record the original(s) on the designated VISTA form **or** photocopy the following document(s) and send to the Corporation State Office for the VISTA member’s file.

**List A**

Acceptable forms of certifying status as a U.S. citizen, national or lawful permanent resident alien of the United States:

1. A United States **passport** (expired or unexpired), or
2. A certificate of citizenship (**Form N-560 or N-561**) issued by the Immigration and Naturalization Service, or
3. A certificate of naturalization (**Form N-550 or N-570**) issued by the Immigration and Naturalization Service, or
4. **Permanent Resident card** or **Alien Registration Receipt Card** with photograph

**In lieu of the above documents**, the following documents in combination are acceptable. Please provide one document from List B **and** one from List C.

<b>B</b>	<b>C</b>
Driver license or ID card issued by a state or outlying possession of the United States provided it contains a photo or information such as name, date of birth, gender, height, eye color and address	US Social Security Card issued by the Social Security Administration
ID cards issues by federal, state or local government, provided it contains a photo or information such as name, date of birth, gender, height, eye color and address	Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
School ID with photo	Original certified copy of a birth certificate issued by a state, county, municipal authority, or outlying possession of the United States bearing an official seal
Voters registration	Native American tribal document
US Military card or draft record	US Citizen ID Card (Form I-197)
Military Dependent’s Card	
US Coast Guard Merchant Mariner Card	
Native American tribal document	

