

RECRUITMENT & NOMINATION

CAMPUS COMPACT AMERICORPS PROGRAM



AGENDA

- Recruitment
 - IACC vs. Host site responsibilities
 - Eligibility requirements
 - Member benefits
 - Interview questions (suggested outline & illegal questions)
- Nomination process

RECRUITMENT

RESPONSIBILITIES

HOST SITE

- Create position postings
- Advertise position(s)
- Screen candidates (i.E. Applicants)
- Interview candidates & outline program benefits
- Select candidates & offer position
- Nominate candidate to IACC once they have accepted the offer
- Work with IACC to communicate with candidate throughout background check process
- Ensure candidate completes their My AmeriCorps profile

IOWA CAMPUS COMPACT

- Provide guidance on AmeriCorps policies & procedures
- Share position postings (twitter, facebook, insider update newsletter)
- Process background checks
- Invite member to my AmeriCorps (official AmeriCorps website for members)
- Enroll member in program (i.E. Start their term)

ELIGIBILITY REQUIREMENTS

Individuals must meet the following eligibility requirements:

- Members must be a **united states citizen, a united states national, or a legal permanent resident of the united states**
- Members must be at least **17 years of age or older**
- Members must **pass all three criminal history checks** (sex offender, state, & FBI)
- Members must have **obtained a high school diploma, GED, or be working to obtain one** during their term of service

These are requirements set by AmeriCorps. Each site can add additional requirements based on position needs but must meet the basic requirements as outlined above.

MEMBER BENEFITS

LIVING ALLOWANCE

The living allowance is designed to help members meet the necessary living expenses incurred while serving in the AmeriCorps program. It is not a wage and, therefore, will not fluctuate based on the number of hours the member serves in each time period.

Member Type	Term Length	Living Allowance Total (before taxes)	Living Allowance Per Time Period (before taxes)
Full Time (FT); 1700 hours	11 months	\$17,000	\$708.33 (x24 payments)
		\$22,000 (optional; returning FT/HT members only)	\$916.67 (x24 payments)
Half Time (HT); 900 hours	9 months	\$9,000	\$450.00 (x20 payments)
		\$15,000 (optional; returning FT/HT members only)	\$750 (x20 payments)
Student Leader Minimum Time (SLMT); 300 hours	9 months	\$3,000	\$150.00 (x20 payments)

HEALTH INSURANCE

- FT (1700 hours) members only
- Healthcare insurance is if the member is eligible and not otherwise covered by a healthcare policy at the time member begins service. The member is eligible for the program provided healthcare insurance if they lose coverage during their term of service as a result of service or through no deliberate act of their own. The member must notify the program if their eligibility status for healthcare insurance changes during their term of service.

CHILDCARE ALLOWANCE

- FT & HT positions only
- If applicable, the AmeriCorps childcare allowance will be provided by the official AmeriCorps childcare provider (GAP Solutions Inc.) Directly to the provider, if the member qualifies for the allowance. Additional information and forms may be found online at: <http://www.Americorpschildcare.Com/forms.aspx>.

EDUCATION AWARD

- Upon successful completion of member's full term of service, they will receive an education award from the national service trust in the amount noted below:

Slot Type	Education Award Amount
Full-time (FT)	\$6,345.00
Half-time (HT)	\$3,172.50
Minimum time (MT)	\$1,342.86
Abbreviated Time (AT)	\$357.08

LOAN FORBEARANCE

- FT & HT positions only
- Members can apply to put any federal student loans into forbearance while they are serving.
- At the end of their term, upon successful completion, if a member has loans in forbearance, then the national service trust may repay a portion or all of the interest that accrued during that time.

PROFESSIONAL DEVELOPMENT

- FT & HT members will work closely with Monique throughout the year
- SLMT members will work closely with Christine throughout the year
- All members will receive ongoing training opportunities from all CCA program staff
- SLMT & AT members have the option of joining the Student Leadership Committee to provide training/network opportunities for other CCA MT & AT members in the program.
- Civic Action Academy will be hosted in Nov. 2021 (most likely virtually)

SITE-SPECIFIC BENEFITS

- What are the additional benefits that you, as a site, will provide members?
- Keep in mind...
 - Paid positions (FT, HT, SLMT) cannot receive additional compensation for their AmeriCorps work directly.
 - This means that they cannot be doubly compensated for their AmeriCorps work.
 - If your ft/ht member is a graduate student and they have a graduate assistantship on campus, they cannot be doing the same duties/responsibilities for both positions
 - Un-paid positions (MT & AT) can receive additional compensation for their AmeriCorps work.
 - Most often this is in the form of work study or other scholarship.

LIVING ASSISTANCE

- Sites are encouraged to provide FT & HT members with additional living assistance:
 - Housing assistance (i.E. Free housing on campus, stipend each month paid directly to property manager)
 - Food assistance (i.E. Meal plan on campus, monthly gift cards to local grocery store)
 - Gas assistance (i.E. Monthly gift cards to local gas stations)
- Keep in mind...
 - Members cannot receive cash directly from host sites for their AmeriCorps service, in addition to their living allowance

INTERVIEW QUESTIONS

SUGGESTED OUTLINE

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- Introductions: introduce everyone by name and responsibility to the Campus Compact AmeriCorps position/project.
- Provide a brief overview of your organization
- CCA project: provide a brief summary of your AmeriCorps project & overview service activities
- Overview of interview process: review your timeline for interviewing and selecting. Ask if they have any questions about the process.
- Familiarity with AmeriCorps: what do you know about AmeriCorps? (After you have a good idea what the applicant knows, fill in the gaps.)

- **AMERICORPS REQUIREMENTS:** list the requirements of the Campus Compact AmeriCorps program:
 - This is a [11 month, 9 month, 4 month] commitment, and you will serve a minimum of [1700, 900, 300, 100] hours.
 - You can expect to serve [date – date, time – time] (i.e. M-F from 8 am – 5 pm, with some weekends and evenings).
 - Outside employment is allowed but should be approved ahead of time.
 - [Ft/ht only] - you can attend graduate school as long as it doesn't interfere with your duties and you have discussed with your supervisor.
 - All members are required to attend a Campus Compact AmeriCorps orientation, which may not count as part of their service hours.
 - Your start date will most likely be mm/dd/yyyy and your end date will be mm/dd/yyyy.
 - All members are required to complete background checks, including a national sex offender registry check, a state background check, and a federal background check before they can begin their service.
- **QUESTIONS ABOUT AMERICORPS REQUIREMENTS**
 - Do you have any questions about the AmeriCorps requirements?
 - Are you able to commit to the full term of service and all service hours?

- **AMERICORPS BENEFITS:** list the benefits of the campus compact americorps program.
 - Ft, ht, slmt only - a modest living stipend paid bi-weekly: \$xxxx before taxes.
 - Ft only - health insurance childcare benefit (ft, ht only)
 - Loan forbearance - accrued interest on qualifying student loans will be paid at the completion of your service
 - Any other site-specific information: housing assistance, meal assistance, gas assistance, etc.
 - Education award: after successfully completing your service term, members are eligible to receive an education award of \$xxxx, which can be used to pay for federal student loans or expenses at qualified colleges and universities.
- **QUESTIONS ABOUT AMERICORPS BENEFITS**
 - Do you have any questions about the americorps benefits?
 - What challenges do you anticipate facing when living on the americorps stipend?

- **Interest in position**
 - How did you hear about this position?
 - Why are you interested in this position?
 - What are your long-term career goals?
 - What strengths will you bring to the position?
 - What challenges do you anticipate facing? Follow-up: how would you solve that challenge?
- **Assessing work habits**
 - Describe a time when you had a conflict with a co-worker or supervisor and how you resolved it.
 - What has been your proudest achievement at work or as a volunteer?
- **Transitioning to a new community and workplace [especially for FT, HT members]**
 - How do you envision successfully transitioning into the AmeriCorps position?
 - What do you know about our community? (Fill in the gaps.)
 - AmeriCorps members are meant to live at the same level as those that they are serving, meaning that they will be living in poverty just like those they will be working with. How are you prepared to live at the poverty level and live a life of service?
- **Answer applicant's questions:** what questions do you have for us? About the position? About our organization?
- **Review selection timeline**

ILLEGAL INTERVIEW QUESTIONS

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- Various federal, state, and local laws regulate the questions a prospective employer can ask a job applicant. The job application, interview, etc. Must be related to the position for which the applicant is applying. The focus must be on: what do I need to know to decide whether or not this person can perform the functions of this position?
- Questions should be position-related and not used to find out personal information. You should not be asking questions about a person's: race, religion, age, ethnic background, sexual orientation, gender, marital/family status, ability, nationality, or arrest record. Below are some examples for you to reference when preparing for your interview process. This information was taken from the [winter 2018 americorps VISTA supervisor orientation workbook](#).

ILLEGAL INTERVIEW QUESTIONS

Protected Category	Illegal	Legal
Age	<ul style="list-style-type: none"> • How old are you? • When did you graduate from college? • What is your birthday? 	<ul style="list-style-type: none"> • Are you over the age of 17?
Nationality	<ul style="list-style-type: none"> • Are you a U.S. citizen? • Where were you/your parents born? • What is your “native tongue?” 	<ul style="list-style-type: none"> • Are you authorized to work in the U.S.? • What languages do you read, speak, or write fluently?* <p><i>*this question is okay as long as it is relevant to the performance of the position</i></p>
Marital/Family Status	<ul style="list-style-type: none"> • What is your marital status? • Who do you live with? • Do you plan to have a family? When? • How many children do you have? • What are your childcare arrangements? 	<ul style="list-style-type: none"> • Would you be willing to relocate if necessary? • Travel is an important part of the position. Would you be willing to travel as needed to carry out the job’s responsibilities?* • The VISTA position is full-time. Would you be willing and able to work longer than 8 hours a day, or weekends, if necessary?* <p><i>*these questions are okay as long as all applicants for the position are asked them</i></p>

ILLEGAL INTERVIEW QUESTIONS

Protected Category	Illegal	Legal
Arrest Record	<ul style="list-style-type: none">• Have you ever been arrested?	<ul style="list-style-type: none">• Have you ever been convicted of ___?* <p><i>*crime should be reasonably related to performance of job in question</i></p>
Ability	<ul style="list-style-type: none">• Do you have any disabilities?• Please complete the following medical history.• Have you had any recent or past illnesses or surgeries? If yes, list and give dates.• What was the date of your last physical exam?• How is your family's health?• When did you lose your eyesight?	<ul style="list-style-type: none">• Are you able to perform the essential functions of this position with or without reasonable accommodations?* <p><i>*to ask this, the interviewer must have provided a job description and/or thoroughly described the job position</i></p>

IMPORTANT REMINDER

- The interviewee is under no obligation to answer any question that is not assignment-related.
- If they choose not to answer an unrelated assignment question, this cannot be held against them, nor can you choose not to select an applicant because they have answered the question in an undesirable way.
- In either case, not selecting the applicant for not answering the question or because you were not satisfied with their answer, is considered discriminatory.

CANDIDATE NOMINATION

PROCESS

- Once your AmeriCorps candidate (i.E. Interviewee, applicant) has accepted their position, you will notify IACC through the candidate nomination form.
- The candidate nomination form serves as the official notice to CCA staff that you are ready to move forward with enrolling your AmeriCorps member(s).
 - The candidate nomination form is required for all positions.
- Once we receive your nomination form, our staff will reach out to the candidate to begin the background and enrollment process.
 - We will keep you informed throughout the entire enrollment process.
- Link: https://iacampuscompact.Formstack.Com/forms/cca_nomination_form

CANDIDATE NOMINATION FORM QUESTIONS

- Site supervisor information (i.e. Campus staff)
 - Name
 - Email
 - Host Site (your institution/organization)
- AmeriCorps candidate information
 - Position type nominating for
 - Candidate Name (as it appears on their government issued ID)
 - Email (confirm email)
 - Phone number
 - Is this candidate a returning CCA member?
 - Position Description certification

QUESTIONS?

YOU CAN EASILY ACCESS ALL LIVING ALLOWANCE & MEMBER BENEFIT INFORMATION HERE:

[HTTPS://DOCS.GOOGLE.COM/DOCUMENT/D/1NYH2GLOCD5MFY7UWDA4FN0SVGT7TC3OQQ-NFRJZK6KU/EDIT?USP=SHARING](https://docs.google.com/document/d/1NYH2GLOCD5MFY7UWDA4FN0SVGT7TC3OQQ-NFRJZK6KU/EDIT?USP=SHARING)

