



JESUIT VOLUNTEER CORPS

DARE TO CHANGE

AGENCY PARTNER INTERVIEW
GUIDE
2021 ADMISSIONS SEASON

Last Updated: December 2020

Welcome to the Agency Partner Interview Guide!

The Agency Partner Interview Guide is a resource to stay up to date with the JVC admissions process and program, information on our application platform and the interview process, as well as important next steps in the admissions process.

If you are needing some more information, or have questions, please reach out to us. We want to make sure that each Agency Partner has the information they need to be confident in the interview process and in assessing the best Jesuit Volunteer applicant for your position.

Thank you for your time and ongoing commitment to the mission of JVC!

MEET THE ADMISSIONS TEAM



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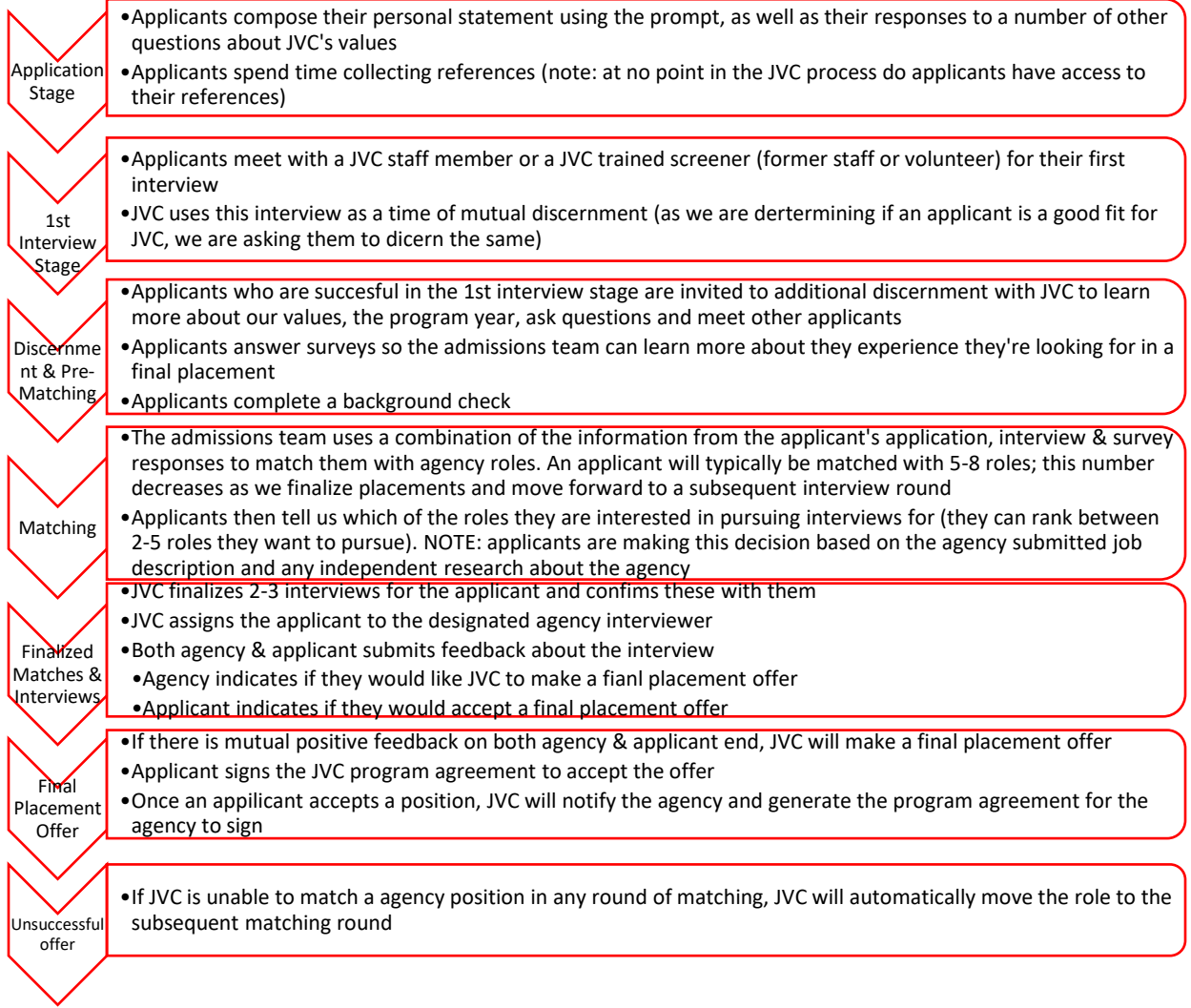
Agency Partner Interview Timeline

Stage	Timeline
Agency application available	October 14, 2020
Agency application due	November 30, 2020
Decisions communicated to agencies	by January 8, 2021
Agencies receive training materials (webinar, interview guide)	by January 8, 2021
Agencies receive billing statement for Screening and Placement fee	by February, 2021
Agencies pay Screening and Placement fee	by March, 2021
Agencies assigned to applicants (received automated email from Survey Monkey Apply)	Round 1: January 19 Round 2: March 1 Round 3: April 26 Round 4: Rolling

Agencies schedule & conduct interviews	Round 1: January 18 - February 2 Round 2: March 2 - March 17 Round 3: April 27 – May 10 Round 4: Rolling
Agencies submit applicant feedback	Round 1: February 2 by 3pm ET Round 2: March 17 by 3pm ET Round 3: May 10 by 3pm ET Round 4: Rolling
Successfully placed Jesuit Volunteer information sent to agency	Round 1: by February 22 Round 2: by April 7 Round 3: by May 31 Round 4: Rolling

Understanding the JVC Matching & Interview Process

Applicants go through an extensive application, interview, discernment and matching process before they are assigned to you for their agency interview.



How to Facilitate an Agency Partner Interview

The primary purpose of the agency interview is for you to determine if the Jesuit Volunteer applicant is a good fit for your agency, and for the applicant to make the same decision for themselves. However, there is also opportunity to share about the experiences the applicant can gain during their year of service.

Many current agency partners also use this time to introduce their current volunteer to applicants; current volunteers are able to speak to

- Onboarding, experiences, and supervision at the agency
- Living in the specific JV community (size, layout etc)
- Moving and acclimating to the specific city

BEFORE THE INTERVIEW

- **Log in** to the SurveyMonkey Apply Reviewer portal: <https://jvc.smapply.io/rev>
- **Contact assigned applicants** via phone and email to schedule interviews (contact information is at the beginning of the application). *Please remember to factor in time zone differences when scheduling interviews.*
- **Review applicant materials** including the personal statement, references, transcript, and resume.

DURING THE INTERVIEW

- **Introduce yourself**, including name, your position at the agency, and your agency's history with JVC.
- **Ask any interview questions** that your agency typically asks of applicants. We recommend that you have standard questions that you ask of all applicants matched to your role to ensure you are able to assess multiple applicants.
 - If your agency requires your JV to have specific language skills, please complete a language assessment
 - If your agency requires your JV to have any specific certifications, please verify (RN, driver's license, first aid etc)
- **Answer any questions** the applicant has about your agency, your work, and the city you are based in. Remember, the only information the applicant has received about your available role is the job description you provided during the application process. They do not have access to any other information from your application, so they will be trying to learn about you, the position and the city to determine if it is a good fit for them.
- **Refer them to the JVC Admissions Team** if they ask specific questions about the next steps in the JVC process.

AFTER THE INTERVIEW

- **Complete the post-interview assessment** to let us know how the interview went and if you feel the applicant is a good fit for your agency and the available position.
 - **Round 1:** Due by 3pm ET February 2
 - **Round 2:** Due by 3pm ET March 17
 - **Round 3:** Due by 3pm ET May 10
 - **Round 4:** Rolling

- **Rank the applicants** you have interviewed during the round. In the last few years, we have experienced an influx of applicants and agencies can interview between 1 & 10 applicants per interview round so it helps us understand which applicants you are most interested in working with. You can wait until you interview all applicants in the round before submitting feedback but please be sure to submit all feedback by the deadline or JVC cannot guarantee we will be able to accommodate any final placement offers for your role with applicants from the interview round.
- **Reach out to the JVC Admissions team** if the applicant had specific questions about the process that you were unable to answer. The best way to do this is to email admissions@jesuitvolunteers.org and cc the applicant.

ACCESS TO APPLICANT MATERIALS

Please note that you will **no longer have access to applicant materials** once you have submitted your feedback. Please download a copy of the materials if you need a copy for your records prior to feedback submission.

The Do's and Don'ts of Agency Partner Interviews

DO:

- Reach out to schedule interviews as soon as applicants are assigned to you
- Be honest and appropriate about the graces and challenges of working with your agency and the available role
- Ask questions about behaviors and experiences. Topics to cover include:
 - Interpersonal conflict
 - Maintaining boundaries
 - Keeping themselves well during times of transition
 - Anything specific to your available role
- Share any information that is vital for an applicant to understand about your agency/available role, including:
 - **Language requirements** – if you require a specific language, please follow up with the applicant to ensure they meet your minimum requirements. *JVC uses the applicant's self-reported language ability to match them with appropriate roles.*
 - **Commuting/transportation** – if your position requires the applicant to have a driver's license and be comfortable driving agency-owned vehicles, be sure to mention it. As a reminder, JVC no longer allows volunteers to bring their personal vehicle to be used for placement use.
 - **Any requirements of your position**
 - Ensure they have any necessary requirements/certifications desired for your role
 - If you require an applicant to obtain any certifications or specific documentation (additional background checks, drug screenings, HR paperwork, etc.) prior to the start of service, please follow up so the applicant is aware of your timeline
- Share your process for training, on-going supervision, and support throughout the Jesuit Volunteer experience
- Refer any questions you cannot answer regarding the admissions process to JVC staff
 - Follow up with JVC staff so they are aware of specific questions and can respond in a timely manner

DON'T:

- Draw analogies to other programs or agencies, unless an applicant specifically asks about them
- Use agency terms without first explaining them
- Make any specific guarantees to the applicant about your agency or JVC



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JVC Admissions Team

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