



# Member Recruitment





# Agenda

- Placement Requirements
- Creating a timeline for Recruitment
- Recruitment Process
- Promote Your Service Opportunity
- Group activity/ Discussion





# Placement Requirements

- Be a U.S. citizen or U.S. national or a lawful permanent resident alien of the U.S.
- Undergo a National Sex Offender Registry check, and EITHER a state criminal history check OR an FBI fingerprint check
- Be at 18 years old( 17 years old applicants must have parental consent)
- Have a high school diploma or GED or agree to obtain one while serving. (Members serving as tutors must have high school diploma.)





# Creating a Recruitment Timeline

- Move backwards from proposed start date
- Establish tasks:
  - Compose the Member position description
  - Promote the service opportunity
  - Process applications / conduct interviews
  - Develop acceptance materials
  - Develop a waiting list
  - Establish criminal record check procedures





# Recruitment Timeline Continues

- Establishes an outline for the recruitment process by determining when:
- Roles and responsibilities for involved staff are determined
- The Member position description is composed
- The service opportunity is promoted
- Schedules and deadlines for specific tasks are set (e.g. application deadline, interview schedule, Member acceptance, etc.)





# Recruitment Process

1. Identify recruitment needs
2. Outline applicant requirements
3. Promote the service opportunity
4. Screen potential candidates
5. Make selection decisions



# Promote Your Organization Service Opportunity



- Where can I promote?
  - My AmeriCorps Portal
  - Your organization's website
  - College/university campuses
  - Local community/faith-based organizations
  - Online volunteer and/or career sites
  - Social media
  - Word of mouth





# Activity

- Divided into two groups please
- Quietly wait further instructions







# Discussion

- Thoughts about the activity?
  - Challenges?
  - How can you relate this activity to the true challenges of recruitment?
  
- What work strategies worked this last year?

