



Your 10 Week Guide to Successful Recruitment

Week 1 (9/24-9/28) – Start Recruitment Process
<ul style="list-style-type: none"><input type="checkbox"/> Update your Assignment Description and email to CONNECT.<input type="checkbox"/> Approval needed for VISTA tasks and responsibilities. CONNECT will notify site supervisor once approved.
Week 2 (10/1-10/5) – Develop Materials
<ul style="list-style-type: none"><input type="checkbox"/> Update the First 5 VISTA Flyer with your position description and qualifications. Print copies for distribution.
Week 3 (10/8-10/12) – Distribute & Post Announcement
<ul style="list-style-type: none"><input type="checkbox"/> Distribute Flyers. Examples: Staff, member, partners, volunteers, and clients.<input type="checkbox"/> Post your position online. <i>Examples:</i> City website, your agency website, partnering websites, college/university websites, craigslist.com, SocialServices.com, volunteermatch.org.<input type="checkbox"/> Post at your community senior centers, places of worship, and other places where community members gather.<input type="checkbox"/> Post at local school districts and school district offices (where parents volunteer).<input type="checkbox"/> Post in local newspapers and/or newsletters.
Weeks 4 (10/15-10/19) – Continue Distribution & Update Postings
<ul style="list-style-type: none"><input type="checkbox"/> Attend local volunteer and career fairs.<input type="checkbox"/> Speak at local college or community groups regarding the opportunity to serve.
Week 5 (10/22-10/26) – Wait for Responses
<ul style="list-style-type: none"><input type="checkbox"/> Develop your On-Site Orientation plan.<input type="checkbox"/> Secure work space and materials for member.<input type="checkbox"/> Increase your position announcement efforts if needed.
Week 6 (10/29-11/2) – Review Applications & Pre-Screen Candidates
<ul style="list-style-type: none"><input type="checkbox"/> Review all VISTA policies regarding schooling, outside employment/commitments, and benefits with potential candidates.<input type="checkbox"/> Remember to make sure your candidate meets all the necessary minimum requirements for VISTA: US citizen, 18 yrs. old, high school degree.<input type="checkbox"/> Make sure your candidate understands all position responsibilities and requirements.
Week 7 (11/5-11/9) – Schedule Interviews
<ul style="list-style-type: none"><input type="checkbox"/> Develop your interview questions and prep your interview team.<input type="checkbox"/> Schedule interviews with desired candidates.
Week 8 (11/12-11/16) – Conduct Interviews & Make Your Candidate Selection
<ul style="list-style-type: none"><input type="checkbox"/> Check and verify references.<input type="checkbox"/> Offer position and make sure they understand it is an “unofficial offer” contingent upon successful enrollment and acceptance by the national program.<input type="checkbox"/> Notify interviewed candidates of their status and select a back-up candidate.
Week 9 (11/19 - 11/21) – Notify CONNECT of Selection & Conduct Clearances
<ul style="list-style-type: none"><input type="checkbox"/> Notify CONNECT of selection and provide all contact information for enrollment.<input type="checkbox"/> VISTA members must be fingerprinted. You may also want to consider additional background and TB screenings.<input type="checkbox"/> Support your candidate with any information or assistance he or she might need if he or she is relocating to your area, e.g., moving and/or housing information, local services (hospitals, bank locations, etc.), etc.
Week 10 (11/30) – Enroll Candidate!
<ul style="list-style-type: none"><input type="checkbox"/> Complete Site Supervisor enrollment packet and submit to CONNECT (Sponsor Verification Form, On-site Orientation outline).