

# Requirements for Member Placement

We strive to support our community partners in delivering both well-informed and qualified AmeriCorps members who will be successful in their community placements. Our selection and placement efforts balance both the needs and interests of our members as well as their ability to provide the service.

## Placement Requirements

Our members are required to meet the minimal AmeriCorps 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 least 17 years old (or at least 16 if out of school and a participant in a youth corps or a program for certain disadvantaged individuals)
- Have a high school diploma or GED or agree to obtain one while serving. (Members serving as tutors must have high school diploma.)

In addition, our recruitment process should meet the following guidelines:

- All applicants are required to complete both parts of the AmeriCorps application. A screening form should be developed that documents the member's eligibility.
- All applicants should receive a timely response via e-mail, phone, or letter stating that their application has been received and providing an outline of next steps. Staff should create a system to document this step.
- We will conduct two reference checks prior to placement. These are to be documented and the paperwork placed in the application file.
- Applicants selected for placement will be interviewed. Documentation of the questions and answers and an appropriate rating system must be used

that will provide a fair and accurate defense of the decision for placement.

- Applicants can expect to be notified in a timely manner of the placement decision. Notification should be documented.
- Applicant files must be kept for one year.

## Placement Recommendations

The following are recommendations but not required:

- All contact or attempts to contact an applicant should be documented. This can be time consuming but a real necessity if there is a problem.
- Any person that does not get an interview or a placement in our program should get a letter mailed to them with a copy put in his or her file. Also, there should be documentation that states why this applicant is not getting a position with us.
- If there is a disgruntled applicant, Center Directors should be notified about the issue.
- Pre-Interview packets are a good use of time and information. When the applicant is better informed, he/she can make better decisions and we have less attrition.
- Sponsor Recruitment packets are also a good use of time and information. These help explain our program and applicant needs.
- Acceptance packets are a great way to confirm a placement with an applicant. Also, you can get paperwork out early and back in efficiently.