

Recruitment Process

Note: On the original document, the names of the individuals responsible for each aspect of the recruitment process were listed to assure clarity of roles and responsibilities. Names were removed to allow for easier adaptation by other programs.

Staff Responsibilities

- Lead Agency. Management of outreach, Web site, AmeriCorps online application site, database, reference checks.
- Program Centers (Lower Columbia Center, Mt. Adams Center). Application intake, screening, interviewing, placement.

Position Description

- Lead agency support person (SP) enters information from RFP into database and puts position description information into recruitment files.
- Recruitment Coordinator (RC) reviews and formats all position descriptions for the two program centers. RC notifies contacts at each program centers when they are finished so that each program center contact can review position descriptions and send them on to lead agency.
- Individual Placement coordinator notifies SP about the final acceptances of sponsors.
- SP notifies staff of final Individual Placement positions.
- RC sends Individual Placement position descriptions to lead agency to post on Web site.

Application

- Application process listed on Web site. Preferred method is AmeriCorps online application site.
- SP monitors AmeriCorps site and sends an e-mail to all applicants that notifies them how to activate their application. The e-mail states what application parts are missing from their file, and explains

that they need to e-mail the Center(s) of choice and attach their résumé and application number.

- SP inputs applicant information into the database and will start reference checking when application has been activated.
- For applications that come directly to the program centers: Center recruitment staff is responsible for inputting information into the database.

Placement

1. Lower Columbia Center (LCC) Interview

- When application is complete, LCC activates file through the database to notify lead agency staff to check references.
- LCC screens all applicants, including 1) A National Sex Offender Registry check and 2) either a state criminal background check OR an FBI fingerprint check.
- LCC interviews all qualified applicants and sends them a pre-interview packet. They submit placement choices and preferences during the interview.
- If applicants are a good match to LCC, they will be sent onto sponsors for an interview.
- Applicants may have several positions that they are interested in and staff will match the applicant with a placement that complements both her/his interest and skills.
- LCC staff will then contact the sponsor and send the applicant's résumé over via e-mail or fax.
- LCC will send out one applicant at a time to interview at a sponsoring site. At times, where we have many applicants interested in one position, we may send more than one applicant. We are hoping that this will not delay the process, but

offer up more choice when that option exists.

2. Sponsor Interview

- Once the sponsor receives an applicant, s/he will contact the applicant and set up an interview. If at any time the sponsor is not interested in an applicant, the sponsor should contact the Northwest Service Academy (NWSA) recruitment staff (by phone or e-mail).
- Once the applicant is interviewed, the sponsor needs to contact the recruitment staff (by phone or e-mail) with feedback on the applicant, including whether or not there is interest in placing the applicant with her/his organization.
- The sponsor interview process should be conducted **within 1 week** of receiving the résumé, to ensure a successful placement.

3. NWSA Matching Process

- NWSA receives feedback from both the sponsor and the applicant. If the feedback from both parties is positive, then NWSA will consider it a successful match. *If the match is unsuccessful, we will send out another applicant.*

4. Position Offer and Documentation

- NWSA recruitment staff makes all position offers and declines, **not the sponsor**. This is to ensure consistency in the information that is provided to all applicants regarding NWSA and AmeriCorps expectations.
- Applicant must have all of the following in their file when before offer goes out:
 - Application
 - 2 written letter/forms of reference
 - Résumé
 - Certification Form (this comes back with acceptance packet)
 - Screening/Interview Form
 - 2 filled out reference check forms

- When position is offered, applicant needs to be informed verbally and/or by e-mail:
 - Start date and end date
 - Importance of commitment
 - What to do if something comes up to prevent them from serving
 - Correct address for acceptance packet to be mailed
 - Answers to any questions
 - Document in file
- Once a position has been successfully filled, LCC will send a confirmation e-mail to sponsor and applicant and will no longer recruit for that position.
- LCC staff is responsible for finalizing database entries: What Center applicant is placed at, what position applicant is placed at. Staff send e-mail to SP to remove position from Web site.
- If applicant declines file or pulls out of the process, it needs to be indicated in the database
- If applicant is not a good match for some reason, it's indicated in "notes" box on the database: date, what center, not a good match, and documentation is in file.
- LCC mails acceptance packet.