



## Steps to Recruitment Success

*These are recommended steps for successful recruitment of qualified applicants. Please adjust this process to meet your site's needs and timeline.*

### 1) Review and understand your approved Position Description

Use the Position Description that was approved as part of your proposal. This is your default template for the information you should pull from for all recruiting materials. Check for internal biases and ensure your position description is culturally competent. Every piece of information included has a specific purpose so be sure to understand it thoroughly. See [Describing the Benefits of Your Program](#) for more info.

### 2) Create a flier

An engaging and captivating flier is a great way to increase visibility for your position. See [Designing Fliers and Graphics](#) for resources on creating promotional materials.

### 3) Post widely

Use different media, job boards, social media, and other outreach methods to increase your recruitment outreach. See [Improving Outreach & Online Presence](#) for ideas on where to post to improve your outreach.

### 4) Go to your audience!

Attend college and career fairs. Present in college classrooms. Host information sessions with local university student and volunteer clubs.

### 5) Leverage your existing networks

Target outreach to specific audiences who might be a good fit, such as current students, alumni, or current volunteers. Specifically reach out to current and past AmeriCorps members – get testimonials! Encourage them to refer candidates from their personal and professional networks. Outreach to your campus career service office with information and brochures about your program. Develop relationships with career counselors and other relevant campus staff and community members. Ask internship coordinators on campus to post your position and share it with students. Consider reaching out to other local colleges/universities.

### 6) Follow up with all applicants

When managing your hiring process, prioritize communication with all applicants. Keep applicants informed of their status throughout the process. A quick message acknowledging their application



can go a long way in starting a positive rapport. Even if you are not considering a candidate for the role, make it a point to reach out and provide closure on their application. This shows respect for their time and effort invested in applying.

#### **7) Selection and interviews**

Once you've identified your top candidates, it's important to schedule interviews promptly. During the interviews, be ready to provide detailed information about your program and ask insightful, open-ended questions. For guidance on how to prepare for interviews and select the best applicant, see [Assessing Prospective AmeriCorps Members](#).

#### **8) Check references**

When continuing the process with an applicant, check at least two of their references via phone, email, or (if submitted) review any references that came in with their national application. Checking at least two references is an AmeriCorps requirement. National applications generally include two written references and their contact information, but not always. It is up to the hiring manager if you want to contact references on a national application for further information. See [Assessing Prospective AmeriCorps Members](#) for more information.