

YOUR RECRUITMENT CALENDAR

12 Week COUNT-DOWN & GUIDE *bolded items are required

12 WEEKS Prior TO PSO—Start Recruitment Process	ONGOING
<ul style="list-style-type: none"> <input type="checkbox"/> Submit Host Site Materials to VCM (go to http://www.mivolunteers.org/VCMvista.asp for links to materials) 	
<p>11 WEEKS Prior—Develop & Distribute Materials</p>	
<ul style="list-style-type: none"> <input type="checkbox"/> Develop VISTA Recruitment Flyer with your position description and qualifications. Print copies for distribution. (template provided) <input type="checkbox"/> VCM posts or updates position description within opportunity lists at americorps.gov <input type="checkbox"/> Distribute Flyers. Examples: Staff, members, partners, volunteers, clients (email Adobe version to relevant listserves) <input type="checkbox"/> Post your position on-line. <i>Examples:</i> City website, your agency website, partnering websites, college-university websites, craigslist.com, SocialServices.com, corporate sites, <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 <input type="checkbox"/> Post in local newspapers and/or newsletters 	<p>Candidates submit applications through Americorps*VISTA applications site* www.americorps.gov</p> <p>Attend local volunteer and career fairs Speak at local college or community groups regarding opportunity to serve</p>
<p>10 & 9 WEEKS Prior—Review Applications, Schedule & Conduct Interviews</p>	
<ul style="list-style-type: none"> <input type="checkbox"/> Refer local candidates and inquiries to the Americorp website (www.americorps.gov) <input type="checkbox"/> Send “How to Apply” and Position Description documents to interested candidates <input type="checkbox"/> Supervisor screens applications (see Terms, Conditions, & Benefits available at http://www.mivolunteers.org/VCMvista.asp) <input type="checkbox"/> Develop interview questions and prep interview team (see “Interviewing Instructions & Helpful Tips” and “Candidate Evaluation Form”) <input type="checkbox"/> Remember to make sure your candidate meets all the necessary minimum requirements for VISTA as well as posted requirements. <input type="checkbox"/> Schedule and conduct interviews (in-person and/or phone) <input type="checkbox"/> Make sure your candidates understand all position responsibilities and requirements including the Americorp/VISTA program and policies 	<p>VCM *VISTA Program Manager collects applications from americorps.gov & submits to site supervisor</p> <p><i>Enclosed: Template for Recruitment Flyer, How to Apply, Interview Instructions & Helpful Tips</i></p>
<p>8 WEEKS Prior—Make Candidate Selection OCTOBER 1 (for sites aiming at the Dec. PSO)</p>	
<ul style="list-style-type: none"> <input type="checkbox"/> Make final selection <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-CNCS <input type="checkbox"/> Notify interviewed candidates of their status <input type="checkbox"/> Submit all necessary paperwork for selected candidate. (Applicant Screening Information, Proof of Citizenship) to VCM*VISTA Program Manager <input type="checkbox"/> Submit VISTA VAD to VCM Program Manager for finalization and approval <input type="checkbox"/> Maintain list of back-up candidates 	
<p>7 WEEKS Prior—Prepare for PSO</p>	
<ul style="list-style-type: none"> <input type="checkbox"/> Candidate accepts position within the americorps.gov website <input type="checkbox"/> Candidate completes and submits all necessary paperwork <input type="checkbox"/> Support your candidate with any information or assistance he or she might need if relocated to your area. e.g. moving and/or housing information, local services, transportation options, etc. <input type="checkbox"/> Supervisor clears calendar and prepares to attend Supervisor Training if has not previously done so 	
<p>5-1 Weeks Prior—Prepare to Welcome VISTA</p>	
<ul style="list-style-type: none"> <input type="checkbox"/> Develop your On-Site Orientation plan (available at http://www.mivolunteers.org/VCMvista.asp) <input type="checkbox"/> Secure work space and materials for member—computer, desk area, business cards, name tag, e-mail, phone numbers <input type="checkbox"/> If current VISTA in position develop a plan for sustainability—VISTA portfolio and/or folder with contacts, samples of work, calendars, path to work folders & passwords, etc. 	<p>Maintain contact with VISTA to provide support and encouragement</p>
<p>PSO & Orientation</p>	
<ul style="list-style-type: none"> <input type="checkbox"/> VISTA & Supervisor Attends PSO and Training (these may not be scheduled at the same time or location) <input type="checkbox"/> Implement Orientation Plan <input type="checkbox"/> Make certain that VISTA feels welcome and has opportunities to address concerns and questions. 	

**Host Site Submits
Materials to VCM 12
WEEKS PRIOR TO PSO**

- VISTA Assignment Description (VAD)
- Position Description

**BEGIN RECRUITMENT
PROCESS 11 WEEKS PRIOR
TO PSO**

- Local recruitment most effective
- VCM*VISTA Program Manager submits position description to Americorps*VISTA opportunity site.
- Refer Local Applicants to www.americorps.gov application site

**SCHEDULE & CONDUCT
INTERVIEWS
WEEKS 10-9**

- VCM*VISTA Program Manager collects & submits Americorps site applications
- Does site want their own application form?
- Form interview team
- Phone interview vs Face-to-Face

**MAKE SELECTION 8
WEEKS PRIOR TO PSO**

- Submit all necessary paperwork and information to VCM**
- Notify Selected Candidate
- Maintain a list of "back-up" Candidates

**PREPARE FOR PSO 7 WEEKS
PRIOR**

- Selected candidate "accepts" position within americorps.gov site
- Candidate completes all local and Americorps*VISTA paperwork**
- Supervisor clears calendar for supervisor training

**PREPARE TO WELCOME
VISTA 5-1 WEEK PRIOR**

- Develop on-site orientation plan
- Secure workspace & materials for VISTA
- If current VISTA in position--develop a plan for sustainability of work
- Provide continuing support to VISTA