

2020 – 2021 CCNYPA*VISTA Calendar of Recruitment, Onboarding, and Program Requirements

Action	Date
<ul style="list-style-type: none"> • Begin formal member recruitment; <ul style="list-style-type: none"> ○ Ask candidates to complete <u>Supplemental Application Essays</u> <ul style="list-style-type: none"> ▪ <i>Suggested deadline: April 20th</i> <p>Note: March 10th through March 16th is AmeriCorps Week</p>	March 26th
<ul style="list-style-type: none"> • Sign and return Host Site Agreement to CCNYPA • Send Host Site Abstract to CCNYPA (<i>if updates from application are needed</i>) • Post BOTH Service Opportunity Listing and VAD in eGrants • Complete Supervisor Orientation evaluation via Google forms 	April 2nd
<ul style="list-style-type: none"> • First Look*: Submit names of at least 3 viable Candidates with acceptable references to CCNYPA <ul style="list-style-type: none"> ○ VISTAs currently serving are not an acceptable reference <p>Note: Supplemental Application Essays only need to be shared with CCNYPA for finalist</p>	April 20th
<ul style="list-style-type: none"> • Complete all first and second interviews with potential candidates <ul style="list-style-type: none"> ○ CCNYPA requires that at least one of those interviews is by Skype or face to face. Candidates' references must be completed in eGrants by this date • Second Look*: Send ranked list of name(s) for CCNYPA to review <ul style="list-style-type: none"> ○ CCNYPA will offer feedback & questions to Supervisors by Friday, May 15th 	May 11th
<ul style="list-style-type: none"> • Send CCNYPA final candidate for formal approval w/ Supplemental Application Essays • Once you have CCNYPA's approval, communicate with candidate and make offer in eGrants 	May 27th
<ul style="list-style-type: none"> • Applicant must accept in MyAmeriCorps portal & Sign Agreement • CNCS will then offer final approval; communicate with candidates that this is a formality which may take up to one week • VISTA, Supervisor and Community Partner will sign and submit VISTA-Supervisor-Partner Agreement to CCNYPA 	May 29th
<ul style="list-style-type: none"> • Program fee(s) is due; if institutional check is not received by 7/7, host site supervisor must provide documentation that program fee is in process. 	July 7th