VISTA Recruitment Checklist

VISTA member recruitment is a multi-step process that can be both rewarding and challenging. Use this set of sample tasks to create a customized process that fits your structure and policies.

Plan

- ❏ Outline the steps in your marketing, screening, interviewing, and selection process
- ❏ Create your recruitment task list with a timeline
- ❏ Set up tracking systems
- ❏ Prepare questionnaires, interview questions, and program information to share with applicants

Market

- ❏ Complete, submit, and get approval for your VAD(s) from your CNCS State Office
- ❏ Brainstorm personal and professional competencies that match your organizational needs and the VAD
- ❏ Identify community groups and agencies that have contact with the target groups you are trying to reach (for example, work with other VISTA projects in your area to expand your recruiting network).
- ❏ Develop your message and write your Opportunity Listing based on key competencies and the VAD; submit Opportunity Listing and get approval from CCNYPA and CNCS State Office
- ❏ Post your Opportunity Listing on My AmeriCorps
- ❏ Advertise your position (via word of mouth, online, print, etc.) based on your list of groups & agencies

Screen

- ❏ Prepare benefits & limitations of service (terms & conditions) information to share
- ❏ Conduct pre-screening activities (e.g., pre-screen phone calls, commitment scale ratings)
- ❏ Send CCNYPA Program Manager(s) a list of applicants all of which have references completed
- ❏ Apply your screening/selection criteria to narrow your list (e.g. do they meet the position requirements, did they complete all the steps & documents, did they stay in touch/complete tasks in a timely manner)

Interview

- ❏ Conduct first round of interviews
- ❏ Conduct second round of interviews
- ❏ Identify top picks and back-up candidates

Select

- ❏ Send CCNYPA Program Manager(s) selected candidate and wait for approval
- ❏ Offer your candidate(s) a position
- ❏ Instruct candidate to accept position in eGrants
- ❏ Wait for CNCS approval of candidate
- ❏ Outline next steps for candidate, including a timeline for when service will start and required documentation.

Most often used Personal Effectiveness Competencies reported by VISTAs:

95%	92%	91%	88%	85%
initiative: working independently	personal responsibility	interpersonal skills: communicating	interpersonal skills: listening	ambition