

# VISTA RECRUITMENT TIMELINE



Campus Compact  
New York & Pennsylvania



AmeriCorps

1) **CCNYPA** enters & reviews Opportunity Listing(s) in eGrants and refers interested applicants to sites from the AmeriCorps portal

2) **Supervisor** reviews candidate's application, reaches out to applicant directly (phone, email) for interview. Then notifies CCNYPA if candidate is not of interest, or if they'd like to move forward with more interviews/candidates (process repeats until final candidate is confirmed)

Submit final candidate(s) information over to CCNYPA for review

3) **CCNYPA** reviews applicant's AmeriCorps application and sends over CCNYPA's Supplemental Application Questions to VISTA candidate

4) **Candidate** submits their completed Supplemental Application Questions to Supervisor & CCNYPA and awaits further communication via email

5) **CCNYPA** sends nomination form for Supervisor to complete outlining why they've selected the candidate for the position

6) **Supervisor** extends official offer for VISTA position to candidate (final wrap-up for recruitment is June 16th)\*\*

7) **Candidate** has 24 hours to decide whether they accept or decline the offer (if declines, **Supervisor** must consult with CCNYPA for timeline & support needed)

8) **CCNYPA** receives notices of candidate's decision from Supervisor (repeat process if candidate declines offer; if they accept, CCNYPA will send over forms to AmeriCorps)

9) **AmeriCorps** begins background screening of candidate. Portfolio Officer will notify CCNYPA of any concerns and/or approval of candidate for next steps

10) **CCNYPA** notifies Supervisor and VISTA candidate of position status and provides a timeline of communication and action steps

11) **Candidate** completes all upcoming forms from CCNYPA & AmeriCorps. MUST attend Oath of Service

12) **Supervisor** provides ongoing communication/support with candidate; has a strong onboarding strategy ready

you're doing great!

