



Getting Started Checklist

- ❑ Consider how much time you have - do you need members in 6 weeks, or 6 months? Your plan will reflect this.
- ❑ Who is available to work on your recruitment campaign with you?
- ❑ How much is your recruitment budget?
- ❑ How many positions are you recruiting for?
- ❑ What are the positions? Do you have job descriptions?
- ❑ What materials do you have to use for recruitment? Do you need to develop new materials? Do you need them in different languages and formats?
- ❑ What is your target number of applications that you will need to fill your positions? Many programs need at least 2 completed applications for each position.
- ❑ Is a support framework in place for members, including a supervisor and member policies?
- ❑ Does your staff understand the role of your members? Do they understand their role in relation to the members?
- ❑ Do you have adequate space and resources for your members?
- ❑ Do you have an orientation and training plan in place for your members?