

## Recruitment Plan Worksheet

Program Name – \_\_\_\_\_

Location(s) of Placements – \_\_\_\_\_

\_\_\_\_\_

Number of Member Slots – \_\_\_\_\_ Number Currently Filled - \_\_\_\_\_

When do you need your members to start? - \_\_\_\_\_

Do you have a position description? Yes  No

Is it ready to adapt to different formats, i.e. short announcements versus full descriptions?

Yes  No

Can you send it out via email? Yes  No

Do you and others in your office have a clear understanding of what potential members will do? Yes  No

Do you have adequate space, equipment, and other necessary support for new members?

Yes  No

Identify what you must work on in these areas.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What special skills or training would a successful AmeriCorps member in your program need to possess?

1. \_\_\_\_\_

5. \_\_\_\_\_

2. \_\_\_\_\_

6. \_\_\_\_\_

3. \_\_\_\_\_

7. \_\_\_\_\_

4. \_\_\_\_\_

8. \_\_\_\_\_

What can you offer to members in terms of tangible and intangible benefits? List all possible ideas

- |          |           |
|----------|-----------|
| 1. _____ | 7. _____  |
| 2. _____ | 8. _____  |
| 3. _____ | 9. _____  |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |

Think about whom you are currently targeting in your recruitment efforts. Are there other audiences to whom you can direct your efforts? What different populations can you include in your campaign that you have previously overlooked?

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Where have you directed your campaign? What locations can you include in your efforts in order to expand your outreach?

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What methods have you utilized to spread the word about your program? What has been most successful in attracting applicants? What new ideas can you develop for how you can recruit members? Think about new formats, what other organizations you can work with that might have similar goals, and events or forums that might be appropriate for recruitment activity.

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## Schedule

It is important to strategically plan your recruitment campaign as far in advance as possible. Start to forecast your timing – identify key dates in your program, start and end dates, special events, and seasonal demands on members. Then, work back to identify when you should conduct your recruitment and identify any deadlines you should try to meet.

Program end date – \_\_\_\_\_

Progress report due dates – \_\_\_\_\_

Holiday periods – \_\_\_\_\_

Special events – \_\_\_\_\_

Program start date for new members – \_\_\_\_\_

Enroll members - \_\_\_\_\_

Interview and selection process – \_\_\_\_\_

Review of applications – \_\_\_\_\_

Deadline for applications – \_\_\_\_\_

Start recruitment campaign – \_\_\_\_\_