



Catholic Network of
VOLUNTEER
service

AmeriCorps - CNVS Training & Technical Assistance

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Training & Technical Assistance

Building a Recruitment Plan

Recruitment Start-up Checklist

- Consider how much time you have
 - do you need members in 6 weeks, or 6 months
 - your plan needs to reflect your timeline
- 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?

- **state commissions contacts**
- ▶ **americorps resources**
 - **newsletters**
 - **email discussion groups**
 - **reference materials**
 - **training & technical assistance providers**
- ▶ **program resources**
 - **member development plan (10 tips)**
 - **recruitment & retention**
 - **welfare to work programs**
 - **getting media attention**
 - **site selection & management**

Other related information:

[Recruitment & Retention](#) main page

[Member Benefits](#)

[Position Description](#)

[Recruitment](#)

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As a Training and Technical Assistance (T/TA) Provider, the Catholic Network of Volunteer Service helps Corporation for National Service (CNS) funded programs, primarily AmeriCorps Education Awards Programs (AEAPs), find effective approaches to meeting program and member development needs.

Training and Technical Assistance (T/TA)
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[contact us](#)

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