MEMBER RECRUITMENT INSTRUCTIONS AND CHECKLIST

Once you receive the fully executed and signed site agreement back from me, you may begin recruitment for your member. All applicants must complete the application provided and interviews with qualified candidates must be documented on the screening form provided. You will follow your normal recruitment procedures. It is a good idea to collect multiple applications and have a pool of candidates to account for the possibility of attrition.

RECRUIT A POOL OF CANDIDATES
☐ Applicants complete the application provided

CONDUCT INTERVIEWS
☐ You must conduct interviews on chosen applicants. Use applicant screening and interview form provided. You may add questions if necessary but all responses must be document on the form provided

SELECT APPLICANT AND GATHER DOCUMENTS
☐ Choose applicant to serve
☐ Provide chosen applicant with an offer letter (template provided) summarizing their benefits, start/end dates, obtain signature
☐ Have applicant fill out a uniform order form provided by State Program Coordinator
☐ Collect legible copies of their
  o Social Security card
  o Valid ID/Driver’s License
  o Birth Certificate or Passport
☐ Scan & Send an email to the State Program Coordinator that includes
  o documents listed above
  o signed offer letter
  o member’s completed application - this must include first and last name, date of birth, current mailing address, and a valid email address. I cannot send them an invitation to the program without this information
  o uniform order form
☐ After I receive these documents I will invite them to our Idaho 4-H AmeriCorps program through the email they provided
☐ Members will need to accept the invitation within 48 hours and complete their portion of the enrollment form
☐ The completed enrollment form will initiate verification of social security number, citizenship status, and eligibility to serve. This takes approximately 72 hours
- Member initiates criminal history checks—**instructions will be provided after the steps above are completed**
  - Truescreen: National Sex Offender Registry check and State background check
  - Fieldprint-FBI Fingerprint based check
- State Program Coordinator receives notification from Truescreen and Fieldprint when checks have been completed and cleared/not cleared
- Member **MAY NOT** serve or log any hours prior to receiving full clearance from the State Program Coordinator. This process can take 3-4 weeks to complete so it is imperative the member initiate these ASAP after accepting their invitation to the program
- Complete I-9 on or before first day of service—**list of authorized reps included**
- UI HR completes Criminal History database search
- On or before first day of service, member and site supervisor create profile on myservicelog.org for tracking/approving hours—**instructions will be provided prior to orientation**
- Members attend Orientation training with AmeriCorps Program Staff
- Member reviews and signs Member Service Agreement during Orientation
- After all parties have signed agreement, State Program Coordinator completes member enrollment and initiates stipend payments and health insurance enrollment for qualifying members
- Site Supervisor provides site specific training/orientation to programs
- Members set up Direct Deposit with the University of Idaho after receiving their NET ID
- Members complete required University of Idaho online training modules
  - Information Technology Security
  - Diversity and Inclusion
  - Safety and Security Awareness
  - Our Inclusive workplace
  - Protecting Minors
  - Defensive Driving
  - Winter Driving Safety