



## 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
  - **Social Security card**
  - **Valid ID/Driver's License**
  - **Birth Certificate or Passport**
- Scan & Send an email to the State Program Coordinator that includes
  - **documents listed above**
  - **signed offer letter**
  - **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
  - **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](https://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