

Elements of a Recruitment Plan: Helpful Links

Links	Description
VISTA Campus	Online learning environment with resources, tutorials, and more to help you support your VISTA members, leaders, other supervisors, and your work
Recruitment Plan Worksheet	Worksheet to help you create a plan for organizing your recruitment efforts
VISTA Recruitment Checklist	Sample tasks outlining the multi-step process of VISTA recruitment
VISTA Recruitment Planning Calendar	List of recruitment milestones and timelines based on your members' VISTA Member Orientation dates
Recruiting Marketing Resources	Information about marketing, outreach, and more to assist you in your recruitment efforts
Recruiting: Attracting Successful VISTAs Webinar	Webinar providing tips and resources on how to recruit the best candidates for your VISTA project
Promotions and Recruitment Materials	Downloadable templates to create flyers, posters, brochures and other information about AmeriCorps VISTA to promote your program
Creating a Service Opportunity Listing in eGrants	Step-by-Step guide to create an accurate and effective service opportunity listing in eGrants
Screening VISTA Applicants	Resources to assist you in properly screening VISTA applicants and helping them to adjust to living on minimal income
Sample Interview Questions	Prepare for VISTA interviews, view sample interview questions, and learn about interviewing techniques
VISTA Resources and Contacts	1-pager with links to information applicants may want to know prior to accepting the offer to serve, such as VISTA benefits and policy
VISTA Member Orientation Checklist	Checklist to let individuals know during the application and interview phase about their requirements to start service
VISTA Member Handbook	Comprehensive source for VISTA policies, procedures, definitions, and legal information for your records and to answer questions from applicants
Benefits of VISTA Service	Listing of benefits available to VISTA members that you can and should reference in your recruitment materials
Living Allowance Calendar	Review a sample living allowance statement, a schedule of pay periods and pay dates, and view FAQs
Non-Traditional Talent Resources*	List of organizations with members that are career development focused in the nonprofit arena that may help you find the right talent with the right skills and recruit non-traditional candidates.

*Resources not officially sponsored by CNCS nor the VISTA Program
 From *Elements of a Recruitment Plan* webinar