



CTEP RECRUITING AND HIRING GUIDELINES



Goal: all 30 Full Time Members Selected by August 1

The timeliness of this process is very important because of the nature of the AmeriCorps recruiting. Applicants will be able to interview at up to three CTEP sites, and so this process is designed to make sure that those interviews happen at more or less the same time so that the applicant is able to make a more informed choice. We have also found many applicants apply to more than one program, so if interviews do not occur fairly quickly we end up losing many promising applicants to other programs who are more organized than we are!

CTEP Process for Hiring

CTEP receives an AmeriCorps application through the online application system, my.americorps.gov

CTEP staff reviews the application and decides whether they should interview the candidate based on the qualifications on their application. We then contact the applicant by phone and/or email to notify them of our decision to interview or not.

Two interviews on separate days are required for consideration. The first interview is with Libby Caulum or Joel Krogstad, CTEP Program Directors. This first interview is primarily to determine if the candidate is a good match for our AmeriCorps program in general and to answer any questions that the candidate has about AmeriCorps, the Community Technology Empowerment Project, and the site positions that we offer. We ask questions such as why the candidate is interested in AmeriCorps and the CTEP mission specifically, and what strengths s/he brings to the positions. We have a set list of questions that we ask all candidates regardless of background, and we do not ask any questions that refer to their health or physical condition. During the interview, we state that reasonable accommodations can be made for their service, we ask candidates whether they believe they can serve with or without reasonable accommodations, and ask candidates if they have anything they wish share regarding accommodation. Candidates also sign a release during the first interview stating that s/he understands that CTEP will conduct a background check before they can begin service.

If the first interview goes well, the candidate has the opportunity to choose up to three service sites at which to interview with a site supervisor, who would be the day-to-day supervisor. We feel this placement process finds the best match between a candidate's skills and interests, and the needs of our service sites and communities.

As other applicants are also applying, it is possible a position could close at any time. So it is in the candidate's best interest to interview as soon as s/he can to get the process moving.

While the candidate is conducting their second interview, CTEP contacts their two references. Sites are also free to contact references if they wish.

Site supervisors are required to notify the candidate and CTEP within two working days of receiving the application if they would like to interview a candidate or not. If a site supervisor believes that the candidate would be a strong match for their site based on the essential functions in the position description, they check with us and then make the offer to the candidate. **Sites are required to make a decision within a week of the interview to decide whether they will offer the position or not to the candidate, regardless of other candidate possibilities.**

It is possible that the candidate will have more than one option to choose from within our program. The candidate then lets us know whether they will accept a position or decline.

We then say that they are accepted conditionally on their background check. For all applicants, CTEP checks the Minnesota BCA online system <https://cch.state.mn.us/>, and <http://wcca.wicourts.gov/index.xsl> if they have lived in Wisconsin beyond the age of 18. CTEP also checks the National Sex Offender Public Registry, <http://www.nsopr.gov/>. For applicants who are either have spent time living outside of MN or WI or also work with children, we use the paid service Verified Credentials, Inc. <https://client.verifiedcredentials.com/>. They conduct a national criminal and individual county search. CTEP site supervisors are free to conduct more in-depth background checks if they so desire or they are required to. If for some reason the background check is not complete by their start date, the member may participate in the pre-service orientation but cannot start at their service at their site until the record is cleared.

Review of Key Points of Site Supervisor Role as stated in Host Site Agreement

- Site are to play an active role in recruiting! Agree on recruiting plan and make time to carry it out.
- Once CTEP staff sends a candidates application for a site's consideration, the site supervisor has **two** working days to:
 - 1) let CTEP know if they intend to interview the candidate; and
 - 2) contact the candidate personally let them know of your decision and schedule an interview
Remember: you are not obligated to interview just because CTEP sends you a candidate. Be judicial.
- Schedule your interview **within a week** of contacting the candidate
- Decide to offer or not offer **within a week** of interview
- Let CTEP staff know that you intend to offer a position and receive our approval before you make an offer to the candidate.

Responsibilities of CTEP Staff for Recruiting

- Post all position descriptions on CTEP website and the National Americorps website
- Advertise on job search sites (universities, MCN, idealist.org, etc.)
- Visit local colleges, host information sessions and attend classes, to share about CTEP
- Encourage members to do second year
- Press Release
- National AmeriCorps Week, Idealist Fair, UM Job Fair
- ServeMinnesota recruitment video
- Fliers! (promotional fliers are available)

Below are ideas for you to consider as you recruit for your CTEP AmeriCorps member:

Due Date for Completion	Check off Done	IDEAS THAT COULD BE SUCCESSFUL FOR YOUR RECRUITMENT
		Find out if your member will do a second year (if you are a returning site) and offer an incentive
		Post position descriptions on your organization's website
		Send out position description through your networks (email, listservs)
		make 5 – 10 phone calls to well networked friends, colleagues, community leaders (example, SPNN board member from Macalester got us 2 really good applicants). Encourage board members to do the same
		Encourage community volunteers to apply
		Post position description at your site (in lab and community bulletin board)
		Contact academic programs who may have graduates with skills directly related to your position
		Post advertisement for position in your organization's newsletter
		Ask Libby or Joel to come talk at a group that you are connected with (mutual aid organization, chamber of commerce, faith-based group, etc.)
		Others?