

Offering a Member Placement

Recruitment Checklist Before Making Offers

The following information should be recorded in the applicant's file:

- Is the applicant old enough?
- Is the applicant a legal, permanent resident?
- Does the applicant have any felonies or convictions?
- Are all the application materials in and complete?
- Has the applicant been screened?
- Was the Pre-Interview Packet sent?
- Has the applicant been interviewed?
- Have two reference checks been conducted on the applicant? What was the response?

Information To Give Applicant With the Offer

1. Phone call confirmation is preferred, but an e-mail is acceptable if that has been the primary mode of communication. Make sure the offer includes:
 - Start date
 - End date
 - Correct address for sending the acceptance packet
 - Answers to any unanswered questions posed by the applicant during the last contact
2. Document the offer and answer with dates in the file and database.
3. E-mail the sponsor and copy the applicant, specifying where the applicant will be serving.
4. Send Acceptance Packet
 - Print out acceptance letter on letterhead and add to the packet
 - Record the date the packet was sent in the database
5. Update the member roster and/or board.
6. Make sure everything is checked off in the new member's database file and that forms are printed out and included in his or her file.
7. File in the "Accepted" section of filing cabinet where the center secretary can access the form.