Homes for All AmeriCorps
Member Recruitment Packet
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Homes for All Recruitment and Onboarding Calendar

**Recruiting and Interviewing**

As soon as possible  
Review Member Recruitment Guidance  
Watch Member Recruitment Video

*All sites should watch to understand the process to successfully recruit, interview, and start member in service*

By June 4th  
Start advertising the AmeriCorps position(s)

Through June and July  
Conduct interviews as promising candidates are identified

July 15th  
Deadline to complete individual member individuals and submit candidate recommendations to Homes for All program staff for an August 1st member start

**Site Supervisor Training**

July 21st  
Site Supervisor Training – AmeriCorps – 1p until 4p EST  
*virtual training*

July 22nd  
Site Supervisor Training – AmeriCorps – 1p until 4p EST  
*virtual training*

**Important Program Year Dates**

August 1st  
Start of AmeriCorps Year!

August 2nd-18th  
Homes for All Orientation and Training (PSO)  
*PSO will be virtual for the 2021-2022 program year. Members will participate in a series of self-directed and live webinars to complete their orientation and (re)training by August 18th. Members may still be in service during this period, but sites will need to allow time for members to participate.*
From Start to Finish: Finding an AmeriCorps Member

The success of our program is dependent on recruiting members who are a good fit for both the AmeriCorps program and the agencies where the Members will serve. Homes for All program staff and Service Sites will share responsibility for recruiting Members.

1. Advertising the Positions
   Homes for All responsibilities: Post recruitment notices on Indeed.org, Kentucky Nonprofit Network, My AmeriCorps, Idealist.org, the HHCK website, some university job and internship websites, and social media. **Note:** Our ads will be fairly generic, so it would not necessarily be redundant for you to advertise for the specific positions at your agency through some of the same outlets. If your organization wants to request a specific listing from our accounts, please let us know.
   Site responsibilities: Begin your recruitment process as described in your site application with consideration to the guidance in this packet. You may request that candidates submit cover letters and resumes directly to you, but interested applicants should also complete an application on MyAmeriCorps.gov. Instructions and other good information to provide a potential applicant can be found on our website - [https://www.hhck.org/serve-as-a-member](https://www.hhck.org/serve-as-a-member).

2. Reviewing Applications
   Homes for All responsibilities: Forward applications received through the AmeriCorps website to partner sites that might be a good fit.
   Site responsibilities: Review applications sent from HHCK or received at the site level from your recruitment efforts and set up interviews with promising candidates. **Let HHCK know if you have not received applications from any promising candidates by Friday, July 9th,** so we can ramp up our efforts to assist you.

3. Site Interviews
   Site responsibilities: Conduct interviews and select top candidates to be interviewed by our program staff. Include questions on the Member Recommendation Form and record responses to submit to program staff. **We strongly encourage submitting the names of your top two or three candidates for each position.**

4. Homes for All Interviews
   Homes for All responsibilities: Conduct interviews with candidates nominated by sites. Our interviews serve two primary purposes: 1) program staff get to know candidates and 2) candidates learn more
about the program—including training and travel requirements—so they can determine if it’s something they want to commit to for a year. Homes for All reserves the right to eliminate some candidates from consideration, though we do so rarely and only when we have serious concerns about a candidate. Typically, we simply communicate our feedback—both positive and negative—to you and allow you to choose which candidate(s) you want to invite to join the program.

Site responsibilities: After receiving feedback from the program interview process, inform Homes for All staff which candidate(s) you wish to invite to join the program.

5. Reference Check

Homes for All responsibilities: Review MyAmeriCorps application references and follow up with any candidates that do not have completed references in their MyAmeriCorps account.

Site responsibilities: Sites are welcome to request reference information directly from the applicant and check through their own process.

6. Extending Service Position Offer

Homes for All responsibilities: If a site only sends one candidate to be interviewed for the position with us, we’ll assume the site is comfortable having that individual serve – after interviewing, we’ll start the candidate on completing enrollment paperwork and background checks if we do not have any reservations. If a background check reveals a conviction that renders a candidate ineligible to serve, we will promptly inform you so you can select an alternate candidate.

Site responsibilities: If a site sends multiple candidates that Homes for All is comfortable with, feedback will be provided to the site and the decision to select the final candidate to serve will be left with the site. The site should extend a conditional offer to the candidate and notify Homes for All so we can begin the paperwork and background check process. If a background check reveals a conviction that renders a candidate ineligible to serve, we will promptly inform you so you can select an alternate candidate.

7. Onboarding the Member

Homes for All responsibilities: Guide the final candidate through the enrollment paperwork and background check process. Complete all background checks. Notify site when member is cleared for service.

Site responsibilities: Support member in completing the onboarding process. Upon notice of member clearance, confirm start date with member and notify Homes for All. The member start date must be the first day they serve hours and log hours on their timesheet.
Interviewing Applicants

In submitting the application to host an AmeriCorps member(s), all organizations agreed to review the AmeriCorps program and its’ requirements when speaking with individuals about the program. Here are some tips, along with language to use, when speaking with prospective applicants and during candidate interviews.

Member Benefits + Language

**Member** = the individual selected and cleared for service.

**Member Position Description** = your member(s) “job” description. This document lists the activities and responsibilities of your member(s), along with essential functions and minimum requirements.

**Site Supervisor** = an employee of your organization who will be responsible for the day-to-day supervision and mentoring of the member(s).

**Living Allowance Amount** = $15,100 for full-time, $7,550 for half-time.

**Education Award** = a taxable education award that can be used for qualified student loans, tuition, or eligible student expenses. Full-time members receive $6,345 and half-time members receive $3,172.50 – awards are received upon successful completion of the program.

Advertising Tips

- List the living allowance amount, the term of service (12 or 6 months), the hours required for each position (1700 or 900) and the education award amount.

- When advertising your AmeriCorps position(s), refer to it as a “service position” rather than a “job”. AmeriCorps is not employment. Applicants who are really looking for a job (as opposed to a service opportunity) are not as likely to complete the program as applicants who are motivated by a strong desire to serve. Members serve in a challenging field and receive a very modest living allowance. It is an enriching experience for those who embrace it, but it is important to make sure candidates have a realistic view of what they’re committing to.

- Sites have had success bringing on former interns or volunteers as AmeriCorps members.

- Colleges, universities, and technical schools often yield high quality applicants, but you need not limit your search to outlets that will primarily reach young adults. We typically recruit a highly diverse corps in terms of age, gender, race, educational attainment, socioeconomic background, and professional experience.

- Give candidates the link to our website to learn more about AmeriCorps and the program.
Interview Tips

- Use the program name “Homes for All” and use the language AmeriCorps member throughout the interview. Your organization has been approved to host an AmeriCorps member through our program and as such, the candidate should understand the connection between all three and how their potential service term fits in with the larger national service picture.
- Introduce our staff – our contact information and roles are included in your site welcome letter.
- Review all the benefits associated with the position, as well as the length of service and hour requirement specific to your awarded position(s). Reiterate that they are applying for a year of service, rather than a job.
- The approved position description should be your guiding document while interviewing candidates and explaining the position responsibilities as member should not be straying outside of the position description when serving hours.
- Inform the candidate that, provided they are nominated to Homes for All staff, they will undergo the National Service Criminal History Check Process. Explain that candidates that have been convicted of violent felonies, sex offenses, murder, or embezzlement will automatically eliminate a candidate from consideration. However, a criminal history does not necessarily prevent a candidate from serving.
- During the interview, inform candidates that they will be required to participate in a virtual orientation and training period with our staff, in addition to the orientation and training provided by your site.
- Share the possibility of other required overnight travel to training and events (AmeriCorps Launch, Spring Service Project, End of Year Training) – in light of the COVID-19 pandemic, our other program year events may look a lot different than in previous years, but they should know that we may return to “normal” at some point during the year.
- Review any site-specific travel you will require as part of the position, including the terms of such travel. Address whether the member will be expected to transport clients or materials and whether or not a company vehicle will be provided. Sites may not allow a member to use the member’s own personal vehicle to transport clients without obtaining a copy of the member’s motor vehicle insurance card and explaining the liability issues involved. HHCK requires that sites provide AmeriCorps members with the same travel reimbursement they do for staff.
- An honest discussion during the interview process about scheduling requirements will help prevent conflicts later. AmeriCorps members are required to serve 1700 hours over the course of the year (or 900 over 6 months). With holidays, personal days, and sick days taken into account, this averages out to 37.5 hours per week for a full-time member from August 1st to July 31st. It is up to supervisors and members to come up with a schedule that will meet this requirement. Please describe the anticipated schedule, including possible evening and weekend service, during the site interview to ensure that the member’s expectations and availability meet the site’s needs.
No one will be enrolled as a Member of the Homes for All program, receive Member benefits, or begin earning hours until HHCK has received all required paperwork. **Thus, it is imperative that Members submit their paperwork before the beginning of the program year.**

- Explain the next steps (if you plan to nominate the candidate(s) to us).

  1. Candidates moving further in the process **must** complete an electronic application on the MyAmeriCorps.gov website to our program – Homes for All (not your organization). Instructions are found on HHCK’s website. Alternatively, they can contact Holly, our Member Coordinator. Send us the names of individuals you refer to the MyAmeriCorps website. The electronic application does not allow individuals to specify which Site(s) they’re interested in, so if you do not send us this information, we will not know which organization they’ve been in touch with.

  2. Let the candidate(s) know they will need be interviewed by our staff prior to moving forward in the process.
Returning Members

The decision for a current member to return for another year of service is a cooperative decision made jointly by the member, site, and Homes for All. Members are told that placement for another year of service is not guaranteed. While a member’s knowledge and experience can be a huge asset, sites that experience challenges with the member or have reservations about another year of service usually find that the issues with the members tend to get worse during the next term of service.

An individual can receive the value of (2) full education awards during their lifetime. A full-time member that successfully completes a year of service will have earned the value of (1) education award. An individual may serve up to (4) full terms as an AmeriCorps member, but may not earn more than (2) full education awards. Homes for All does allow members to serve more than (2) full terms in our program, but that decision is usually made if they are a particularly strong and involved AmeriCorps member and if the site or community historically has challenges with member recruitment.

Members: Members are encouraged to communicate their desire to return for another year of service to their site and our program. If your site would also like the member to return, the site should notify our staff so we can consider the member’s request and let all parties know whether the member is eligible and welcome to return for another year.

Sites: If your member has not expressed interest, but you would like the member to return, initiate the conversation with them now. If you would like to recruit a new member, kindly share that with your current member – if they are still interested in other AmeriCorps opportunities, encourage them to reach out to our staff so we can help them find another placement. Notify our staff if your site would like the member to return and the member would like to as well.

Program: When both parties ask for the member to return, we consider whether the member has satisfied all program requirements before approving another term of service. These considerations are –

- Satisfactory performance evaluations
- On track to complete the minimum number of hours in their current term of service (1700 or 900)
- Participation in program trainings, service days, service projects
- Meeting all standards of conduct in the Member Service Agreement
- Represents AmeriCorps well and demonstrates the mission of national service throughout their term
Member Recommendation Tool

**How to use:** Ask questions of candidate(s) to assess whether they will be a good fit for the AmeriCorps position and the program. **Incorporate these questions into your interview, record responses, and send completed form to our staff if you plan to recommend that candidate for the position.** Similar questions will be asked of candidates during our interview process with our staff – however, we want to ensure candidates get a deeper understanding of the AmeriCorps program prior to meeting with us to ensure they continue with the process. We will not move forward in working with a candidate until we have this form from your organization.

Candidate Name:

Contact Email and Phone Number:

1. Are you willing to commit to a service position in a national service program for a full-year, 365 day commitment?

2. What challenges or issues would prevent you from fulfilling that commitment?

3. What concerns you about living on the modest living allowance? ($15,100 or $7,550)

4. All members that join our program must participate in a virtual orientation and training period in the first part of August. Do you agree to fulfill this expectation?

5. Should restrictions related to COVID-19 lift, are you able and willing to periodically travel overnight for trainings and service projects? All expenses will be covered by AmeriCorps.