

**Member Recruitment**

**Marshfield Clinic Health System Community Corps**

The MCHS AmeriCorps member recruitment phase begins immediately upon host site approval and will run until August 12, 2024. Don’t delay, start now!

The following pages outline the member recruitment process (pg. 2), guidance for selecting a member (pg. 3), and marketing techniques for recruiting a member (pg. 5).

**Important notes:**

The host site is responsible for the recruitment, interviewing and selection of their member. Marshfield Clinic Health System AmeriCorps will provide support to help host sites succeed in this mission.

Recruitment of a member is the host site’s responsibility and should be conducted aggressively to meet the deadline. A dedicated member is the ultimate outcome.

The thoughtful selection of your AmeriCorps member is one of the keys to a successful term of service.

All host site awards & member placements are pending Federal Funding (grant award).

**Overview of Member Application Process**

1. Potential members complete a MCHS AmeriCorps member application online and indicate the name of an organization or a geographic location in the Preference section. MCHS receives and forwards applications based on indicated preferences.

1. Host sites should screen applicants to ensure qualifications meet the needs of the site and schedule interviews. Interviews are strongly encouraged at the local level. A consistent & equitable process of reviewing applicants should be followed when reviewing applicants.
2. Once a member has been selected and has accepted the host site’s offer, the host site should email [mchsamericorps@marshfieldclinic.org](mailto:mchsamericorps@marshfieldclinic.org) to share the name of your selected member and their term status (FT, TQT, or HT). If member has not yet completed the MCHS AmeriCorps application online, give members the link to complete it now. Application link: <https://marshamer.memberclicks.net/mchs-americorps-member-application>

1. Upon receiving the member application, MCHS AmeriCorps will verify eligibility to serve (background checks and more) then begin the enrollment process. This is a multiple step process for the member involving several third parties. Host site supervisors will be kept informed of the progress of the applicant’s paperwork and may be asked to assist if forms are not being returned in a timely manner.
2. An email confirming completion of enrollment and a confirmation of the member’s start date (September 9, 2024) will be sent to the host site supervisor and member. Members may not begin serving or count any hours prior to their start date. Members will begin their first day of service at orientation, a 5-day required training event.

**Note:** Should your applicant withdraw from the process at any time, you will be able to continue recruitment to select a new member if time permits. Each case will be evaluated as it arises. AmeriCorps staff will work with affected host sites. Host sites are not responsible to make a cash match payment until after the member starts orientation. Once the member begins service, the full cash match amount will be invoiced.

**Guidance for Member Selection**

**Requirements to serve**

* Members must be a U.S. citizen, U.S. national, or legal permanent resident alien of the United States.
* Members must be at least 17 years of age by their start date (September 9, 2024)
* Members must have a HS Diploma, GED certificate, or must be working toward attaining a high school diploma or GED during their term of service.
* Members must be able to pass a criminal, FBI and DMV background check *(Note: having a background does not automatically exclude them from membership).*
* Members ***MUST***attend orientation on September 9-13, 2024. Midterm training in spring 2025 is strongly encouraged. Members cannot leave during training sessions. *Please ensure that members are aware of this prior to acceptance of the position****.***
* Members must accept position as a full-time priority over other jobs and be able to complete their term of service. *Please stress the importance of completing the term of service. You need a commitment for the full year!*

**Standards for recruiting a member**

All sites must abide by the following minimum standards when selecting their member:

* Screen applicant’s application for qualifications and potential to grow.
* Conduct an interview by phone, virtually, or face-to-face with those applicants who clear the screening process.
* Have a set of consistent questions that are asked of each candidate you interview. This does not mean you can’t be spontaneous in your questioning, but at a minimum you ask a set of standard questions of all candidates.
* Be inclusive in your process. Allow for equal opportunity for all applicants during the process.
* Once your candidate is selected, notify the remaining candidates of your choice in a timely manner.
* Forward applications of promising applicants not selected to MCHS for re-distribution to other sites.
* Ensure your member will not supplant or displace staff or volunteers.

**Benefits for 2024-2025**

* Living allowance paid every two weeks during term of service. Net pay affected by withholdings claimed.
* Education award for full-time members is $7,395; three-quarter time is $5,176.50, and half-time members is $3,697.50, provided upon successful completion of service.
* Childcare assistance is only available to members serving in a full-time capacity who need childcare to be able to serve and is based on household income eligibility (information provided on request). Please have interested applicants contact the AmeriCorps Manager immediately to understand benefit eligibility and the steps to apply.
* Basic individual health, dental and vision insurance is available to full-time members only. No family plan.
* All members are eligible for loan forbearance and interest accrual payments with qualified student loans.
* Mileage, meals and housing are provided for all required MCHS AmeriCorps trainings and events.
* MCHS AmeriCorps service gear provided by program.

**Make sure your candidates understand the following:**

* Time commitment – a member who starts September 9th and is full-time will have to serve approximately 35-40 hours per week with 15 days off (vacation, sick days, bereavement, etc.). Three-quarter time members will need to serve 25-30 hours per week with vacation time negotiable. Half-time members will need to serve 20 hours per week with vacation time negotiable.
* Members will be provided a very modest living allowance. Can they serve in this position and meet their needs financially? This challenge usually ends up a problem for one or two members a year so it is important they know they can do this!
* Skills needed to succeed – Are they independent and self-motivated? AmeriCorps members, many times, need to work independently and be self-motivated to get things done without constant supervision.
* This is a position that requires a commitment to the full 1,700 hours (full-time), 1200 hours (three-quarter time), and 900 hours (half-time) in order to receive the educational award. We don’t want them taking an AmeriCorps position as temporary filler until they find something better.
* Required Training – Members are required to attend orientation and very strongly encouraged to attend midterm training.

**Member selection recommendations:**

* Review the member’s application carefully. Does it look like they completed it in a hurry, is it missing information, did they catch all details? Were their narrative answers thoughtful or just short and quick?
* Identify questions about their history, qualifications or education and ask them to explain.
* Consider conducting a phone interview before you conduct a face-to-face interview. If the applicant cannot come to your site for a face-to-face, see if a virtual interview is an option. This will give you some insight into their skill set and possibly their level of interest in the position.
* Be consistent in the basic questions you ask each candidate, so you have a good platform for comparison.
* Ask candidates to conduct a small hands-on project or quick shot challenge to answer a difficult scenario or produce a quick list of ideas for an event. This will show you their ability to think on their feet and improvise. If time permits, consider sending them home with an assignment to complete before the final interview. Perhaps ask them to develop a plan to recruit volunteers for a specific event or activity.
* Remember that reasonable accommodations may be necessary to allow a potential applicant to serve. Do you have a plan in place or someone you can work with to ensure you are providing reasonable accommodations?
* Be inclusive in your selection. Give each applicant an equal opportunity to be selected for your position.

**Marketing for Recruitment**

**Beginning the recruitment process**

* MCHS AmeriCorps will promote member positions publicly through website/social media promotion.
* Agencies/host sites should advertise member positions through job sites, local media outlets, work office, schools, etc.
* Recruitment of a member is the host site’s responsibility and should be conducted aggressively to meet the deadline. A dedicated member is the ultimate outcome.

**Marshfield Clinic Health System AmeriCorps will:**

* Post a general health focused position on the federal AmeriCorps website, <https://my.americorps.gov/mp/listing/publicRequestSearch.do>.

Program Type: AmeriCorps State/National; Program Name: Community Corps

* Post a general health focused AmeriCorps position used for all sites on the Marshfield Clinic Health System employment site. Applications will be forwarded to applicable host sites for their review based on applicant’s geographic or site preferences. If interested in the applicant, host sites should reach out to screen or interview candidate.
* Post several recruitment messages for a general health focused AmeriCorps position to Center for Community Health Advancement Facebook and LinkedIn page.
* Post and advertise a general health focused AmeriCorps position to Indeed.com
* Post host site specific positions on the AmeriCorps Handshake page. MCHS will assist host sites with getting their individual positions posted.
* Utilize the Center for Community Health Advancement’s network and program contacts to promote open positions.

**Recommendations for Host Sites:**

* Create a detailed position description for your AmeriCorps position including some of the discretionary service activities your member will be doing. Use this to complete the Member Recruitment Flyer we provided.
* Post your specific opportunity to LinkedIn, Facebook and your organizational website.
* Email the specific job posting and application link through your email distribution list
* Look within your own volunteer pool or target individuals you know personally that would make a great member.
* If funding is available, post your ads in the local newspaper or other publications.
* Encourage your applicant to consider a two-year term of service (not required).
* Be sure you are not displacing any paid staff or volunteer positions in the organization with the members’ service time.

**Member Benefits (Intangible vs Tangible)**

Not only will the member receive tangible monetary benefits they also receive non-monetary intangible benefits. It is important to share these with the applicants when interviewing as follow-up recruitment surveys have indicated these intangibles are what motivates most members to serve. It is also important for you to help them understand how serving in AmeriCorps could help them in the future.

* *Resume builder* – Listing experience with Marshfield Clinic Health System AmeriCorps and your organization can look really good on a resume when job searching.
* *Hands-on experience* – practical hands-on experience can mean a lot to a potential employer.
* *Networking* – Build a network of individuals that can help you find full-time employment down the road. Members will connect at all levels of the organization, engaging with partners and the community. Remember, it’s not always what you know, it’s also who you know.
* *Training* – Members will gain valuable experience through the training they are offered at orientation and midterm. In addition, your site may offer training, conferences, and other opportunities to develop professionally. Share with the member what that might entail. Many people include trainings and education as part of their resume. Employers value hands-on training.
* *Experience* – Has the member applied for a position and been told they don’t have enough experience? Well, AmeriCorps offers that experience, hands-on and in the trenches. Encourage your applicant to consider this!
* *Conflict resolution* – One of the many skills members can learn while serving is conflict resolution. Not necessarily conflict in a negative sense, but in a positive growing sense. They can learn how to deal with co-workers and supervisors, how to compromise, negotiate their service and time and how to come to resolution.
* *Opportunity to grow* – How many positions state up front that they don’t expect a candidate to know everything? Not many. Organizations typically expect new hires to hit the ground running, in a day and age where capacity is short and workloads are high. Members can take advantage of the opportunity to learn the skills, attributes and patience needed for “work”.
* *Build value* – Service builds value, in the member and in the position in which they serve. Consider this, many members transition directly into a full-time role with the organization they serve. How? They have built value in their service and their position, and the organization doesn’t want to lose the investment they made. The organization has test driven the product and they know what they will get. It makes total sense, right?
* *Commitment* – Members show a significant commitment by giving a year of service. Employers find that very attractive to their bottom line and their team. Individuals like your member don’t come along every day with a proven track record of strong commitment and sacrifice. Members are a shining example of commitment, so use this to sweeten the pot and encourage retention in your program.