

Montana Community VISTA Partnership

Recruitment Assurances

VISTA recruitment is a unique and oftentimes competitive process. It is impossible to predict how a recruitment cycle will go. Recruitment ebbs and flows depending on the economy and time of the year. To ensure that we have the best possible chance at recruiting a VISTA for your project, our project would like assurances that you are committed to our process and who we should be working with to send candidates.

The Process

1. VISTA applicants will apply to your project through the AmeriCorps Portal. Our team will review the applications and conduct pre-screening interviews to gauge the applicant's readiness for VISTA service.
2. We will then send suitable candidates along to your project for you to conduct your own, project specific interview. We ask that you be communicative with candidates as they often are juggling multiple interview requests from several VISTA projects.
3. If you determine the candidate is a good fit, **do not offer them the position**. Only MCVP/AmeriCorps can offer members a position. Instead, email or call MCVP and let us know that you'd like us to offer the position to the candidate.
4. Candidates have usually around one to two weeks to decide if they would like to accept the position. MCVP will notify host sites when the candidate makes their final decision.
5. If a candidate accepts, you're done! They will need to submit some documentation to AmeriCorps to finalize their acceptance. From there, MCVP will work with both the supervisor and the VISTA to ensure both are prepared for the first day of service.

Recruiting a Local Candidate or Referring a Candidate to MCVP

If you have a volunteer or community member that you have identified as your ideal VISTA, they will still need to create an AmeriCorps account at my.americorps.gov and apply for your project through AmeriCorps. MCVP will still do a pre-screening interview. If there are any red flags during that interview, MCVP will contact the supervisor to discuss options.

Designated Recruitment Contacts

Who needs to be included on the email when we forward applicants for a site interview?

Name(s): Katie McLain and Julianna Campbell

Email(s): katiemclain@gmail.com and julianna.campbell@mt.gov

Initials:

KL/JC Summer 2023 VISTA start date: **July 17th, 2023**

KL/JC I understand that all VISTA candidates must accept an offer no later than **one month before their start date – June 16th, 2023**

KL/JC I understand that VISTA candidates are likely interviewing with several AmeriCorps opportunities both within the DPHHS program and nationally.

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KL/JC

I assure that the designated recruitment contact for our organization will contact a referred applicant **within 24 hours of referral**. This includes contacting MCVP staff with an active update on referred applicants, otherwise they will be redirected to another VISTA-ready site.

KL/JC

I assure that the designated recruitment contact will schedule the interview as quickly as their schedule allows.

KL/JC

I understand that I cannot directly offer the VISTA position and that the offer must come from AmeriCorps.

KL/JC

I understand that there is no guarantee that a VISTA will be recruited for my project this placement cycle. If this happens, our program will keep your project on file and carry it forward to our next recruitment cycle (January). We will contact you before re-listing.

Signature (designated recruitment contact[s])

eSignature is acceptable:

 Julianna Campbell