

Checklist of Activities to Support Efficient and Accurate Recruitment

School District: _____

School Year: _____

Documentation of completion of these activities should be on the SSP/recruiter's calendar and filed with the MEP contact (sign in sheets, agendas and/or forms).

✓		Local Staff Responsible	Timeline	Documentation	Date Completed
	ID&R Planning and Implementation				
	Meet with ID&R staff to design a plan to complete the GaDOE MEP Re-sign process.	Local MEP Contact and Staff	48 hrs after GaDOE Re-sign meeting	Agenda, sign-in, completed re-signs	
	Disseminate and train on all forms, travel logs, phone logs, weekly schedules, etc. that will be used by the MEP staff in the district to conduct ID&R.	Local MEP Contact and Staff	By August 31st	Agenda and sign-in	
	Meet with ID&R staff to brainstorm about recruitment needs, cases, and plan recruitment strategies based on the ID&R plan.	Local MEP Contact and Staff	Three times during school year and summer	Agenda and sign-in	
	Meet with ID&R staff to design the plan for review and follow up of the Occupational Survey that is completed during back-to-school and new student registration.	Local MEP Contact and Staff	By the end of the first week of school	Agenda and sign-in	
	Assign recruiters to recruitment areas making sure to account for year-round, ongoing recruitment efforts in the school district, community, fields, state and federal service agencies, congregation places, and include out-of-school-youth and pre-school aged children.	Local MEP Contact and Staff	By end of first school month and revisit quarterly	Assignment List	
	Contact current MEP eligible children and youth to determine if new qualifying moves have been made and complete COEs if needed.	Local MEP staff and GaDOE regional recruiters	During re-signs and on-going	Recruitment and Enrollment Reports	
	Contact potential MEP families and youth (based on Occupational Survey or other referrals) to determine eligibility.	Local MEP staff and GaDOE regional recruiters	Immediately and on-going	Completed COE, schedules, travel documents, etc.	
	Building the Local Recruitment Network				
	Review and update school district agricultural map.	Local MEP Contact and Staff	September 1 st , January 1 st , and June 1 st	Completed and updated maps on file	
	Review and update the school district employer roster.	Local MEP Contact and Staff	September 1 st , January 1 st , and June 1 st	Completed roster on file	

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	Review and update the school district residential map to include areas, neighborhoods, and labor camps where migrant families reside.	Local MEP Contact and Staff	September 1 st , January 1 st , and June 1 st	Completed map on file	
	Make assignments for contacting employers within the district regarding hiring practices, crops, and growing seasons.	Local MEP Contact and Staff	Review assignments on September 1 st , January 1 st , and June 1 st	Assignment roster on file	
	Make assignments for ongoing contact and coordination with agencies that serve migrant families/OSYs/DOs to identify potential migrant children and youth.	Local MEP Contact and Staff	Review assignments on September 1 st , January 1 st , and June 1 st	Assignment roster on file, calendars and schedules	
	ID&R Training				
	Notify GaDOE MEP regional office about newly hired staff	MEP Contact	By end of first week of employment	E-mail	
	View MEP video: <i>Overview for New Employees and Contracted Personnel</i> found on the GaDOE MEP website.	New hires	By end of first day of employment	Certificate from video	
	Attend New Hire ID&R Training offered by the state ID&R Coordinator or authorized regional recruiter(s).	All new hired staff (SSPs, Recruiters, MEP Contacts in LEAs without MEP funded staff)	By end of week four after hire date	Training agenda and sign-in	
	Attend all required GaDOE MEP ID&R Training.	All Georgia MEP personnel (SSPs, Recruiters, MEP Contacts in LEAs without MEP funded staff)	Dates are set during the school year	Training agenda and sign-in	
	Participate in Recruitment Observations <ul style="list-style-type: none"> • Full-time staff in school districts without a full-time district recruiter will recruit with GaDOE regional recruiter once a quarter during the school year (three times a year). • Full-time staff in school districts with a full time district recruiter will recruit with regional recruiter once a year. 	All Georgia MEP personnel	Quarterly or yearly	One or three recruitment observation forms per year	

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	<ul style="list-style-type: none"> Part-time staff will recruit with regional recruiter once a year. 				
	Novice level recruiter certification (completion of 10 COEs submitted and approved and other requirements).	All Georgia MEP personnel	No time limit to meet this requirement	Certificate of Completion	
	ID&R certification at the highest level offered by the state – Master level (completion of 200 COEs submitted and approved and other requirements).	All regional recruiters and full time district recruiters	No time limit to meet this requirement	Certificate of Completion	
	Georgia Agricultural Activities Map: http://batchgeo.com/map/6b7994570dec29184726c945215bef85 Updated 05/24/13				