



## Montana Campus Compact Recruitment Procedure 2022-2023 Grant Year

**Overview:**

Montana Campus Compact (MTCC) utilizes a “matching” recruitment procedure, in which qualified applicants are paired with a single host site by MTCC staff. MTCC will make use of information from both Host Sites and applicants to match skills, qualifications, and workplace preferences.

After MTCC matches a candidate with a Host Site, the Host Site will have the opportunity to conduct an informational interview with their matched candidate. The Host Site will inform MTCC when they confirm or reject their matched candidate. Host Sites may reject candidates for the following reasons:

- Applicant asked not to be considered
- Applicant failed to respond to repeated communications with Host Site
- Applicant indicated that they do not meet advertised requirements for the position
- Interview revealed that the candidate was not well prepared
- Other (contact MTCC staff)

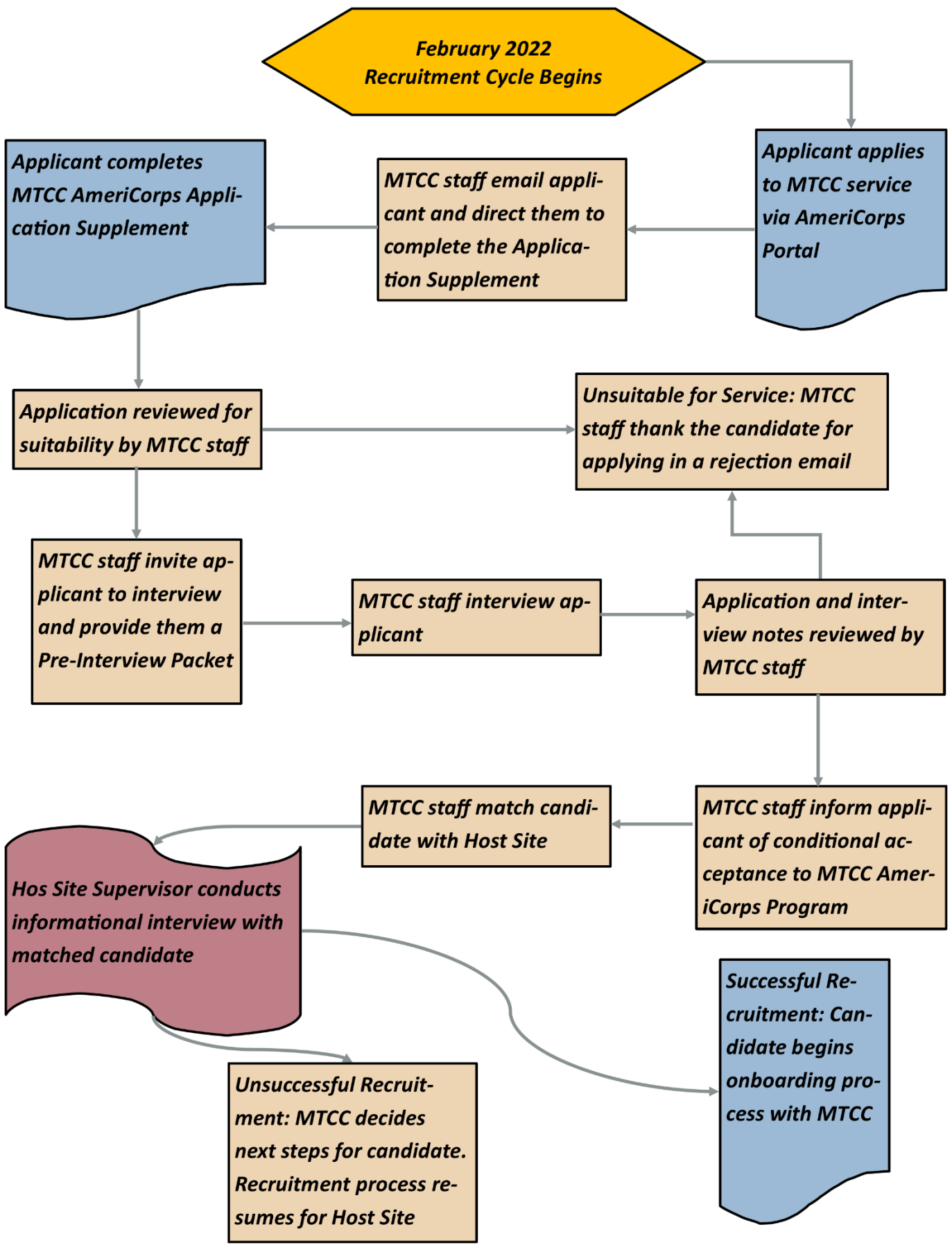
**Timeline:**

	<b>First Application Round</b>	<b>Second Application Round</b>	<b>Third Application Round</b>
<b>Applicant Deadline</b>	March 14 <sup>th</sup> , 2022	April 11 <sup>th</sup> , 2022	May 16 <sup>th</sup> , 2022
<b>MTCC Staff reviews applications and interviews</b>	February – March 2022	March – April 2022	April – May 2022
<b>MTCC Staff matches candidates to Host Sites</b>	March 23 <sup>rd</sup> , 2022	April 20 <sup>th</sup> , 2022	May 25 <sup>th</sup> , 2022
<b>Host Sites and candidates alerted to match</b>	March 23 <sup>rd</sup> -March 25 <sup>th</sup> , 2022	April 20 <sup>th</sup> -April 22 <sup>nd</sup> , 2022	May 26 <sup>th</sup> -May 28 <sup>th</sup> , 2022
<b>Host Sites conduct informational interviews</b>	March 28 <sup>th</sup> – April 1 <sup>st</sup> , 2022	April 25 <sup>th</sup> – 29 <sup>th</sup> , 2022	May 30 <sup>th</sup> – June 3 <sup>rd</sup> , 2022
<b>MTCC staff begins onboarding recruited members</b>	April 2 <sup>nd</sup> , 2022	May 7 <sup>th</sup> , 2022	June 4 <sup>th</sup> , 2022

*By signing here, I agree to the proposed MTCC Recruitment Procedure for the 2022-2023 grant year.*

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Host Site \_\_\_\_\_



**February 2022  
Recruitment Cycle Begins**

**Applicant applies to MTCC service via AmeriCorps Portal**

**MTCC staff email applicant and direct them to complete the Application Supplement**

**Applicant completes MTCC AmeriCorps Application Supplement**

**Application reviewed for suitability by MTCC staff**

**Unsuitable for Service: MTCC staff thank the candidate for applying in a rejection email**

**MTCC staff invite applicant to interview and provide them a Pre-Interview Packet**

**MTCC staff interview applicant**

**Application and interview notes reviewed by MTCC staff**

**MTCC staff inform applicant of conditional acceptance to MTCC AmeriCorps Program**

**MTCC staff match candidate with Host Site**

**Host Site Supervisor conducts informational interview with matched candidate**

**Successful Recruitment: Candidate begins onboarding process with MTCC**

**Unsuccessful Recruitment: MTCC decides next steps for candidate. Recruitment process resumes for Host Site**