SCSEP Recruiting Checklist

- ☐ Download and begin using the updated Recruitment templates

- ☐ Email openings & request for referrals to Host Agencies, past & present - template provided

- ☐ Email openings & request for referrals to Participants, past & present - template provided

- ☐ Post openings on your organization's Facebook page - image provided

- ☐ Follow the Center's Facebook page and share our posts about available openings

- ☐ Post open positions with your American Job Center

- ☐ Contact service partners for referrals (food banks, religious organizations, treatment programs, etc.)

The following space is to available to use for personal notes: