

RECRUITING 101

Lesson 7: After Being in the Field



PURPOSE:

Recruiting doesn't stop when recruiters return from the field. The work a recruiter does after returning from the field can lay the foundation for future success. Recruiters need to make sure they are well organized, reporting back, and properly following up with any contacts, leads, or information they obtained from the field.

RETURNING FROM THE FIELD

Recruiters returning from the field often bring home a lot of important information. Oftentimes knowing what to do with the information they learned in the field can be crucial to future ID&R success.



RETURNING FROM THE FIELD

Recruiters must learn how to properly organize all information they receive, report back, and follow up on any leads they may obtain while out in the field to guarantee they are finding all eligible migrant students in a timely manner.



ORGANIZING INFORMATION - TAKING NOTES

The first step in organizing information from the field is ensuring you are taking proper notes.



ORGANIZING INFORMATION - TAKING NOTES

Take as many notes as you can out in the field

- All information is useful
- Notes should include date and time of visit
- Always write who you spoke to, when you spoke to them, and any contact information you obtained.
- Notes should be thorough and tell the story of the place you visit
- Highlight any information that needs to be followed up on.



ORGANIZING INFORMATION - REVIEW YOUR NOTES

After returning to the field review your notes thoroughly.

Check to make sure that you have properly recorded each location visited and that there is no missing information.



TIP FROM A RECRUITER!

After returning from the field, while you are reviewing your notes you should always review COEs and additional MEP specific documents for accuracy and completeness

- Recruiter from New Jersey

NATIONAL CERTIFICATE OF ELIGIBILITY										
I. FAMILY DATA										
Parent/Guardian 1:		Last Name	First Name			Parent/Guardian 2:		Last Name	First Name	
Current Address:					City	State	Zip	Telephone		
II. CHILD DATA										
Last Name 1	Last Name 2	Suffix	First Name	Middle Name	Sex	Birth Date	MB	Code	Residency Date	
III. QUALIFYING MOVES & WORK							IV. COMMENTS (Must include 2(a), 4a, 4b, 5, 6a and 6b of the Qualifying Moves & Work Section, if applicable)			
<p>1. The child(ren) listed on this form moved due to economic necessity from a residence in _____ School District / City / State / _____ to a residence in _____ School District / City / State / _____.</p> <p>2. The child(ren) moved (complete both a. and b.):</p> <p>a. <input type="checkbox"/> as the worker, OR <input type="checkbox"/> with the worker, OR <input type="checkbox"/> to join or precede the worker.</p> <p>b. The worker, _____ First Name and Last Name of Worker _____ is <input type="checkbox"/> the child or the child's <input type="checkbox"/> parent/guardian <input type="checkbox"/> spouse.</p> <p>3. (Complete if "to join or precede" is checked in 2a.) The child(ren) moved on _____ IMMEDIACY _____. The worker moved on _____ IMMEDIACY _____. (provide comment)</p> <p>3. The Qualifying Arrival Date was _____ IMMEDIACY _____. </p> <p>4. The worker moved due to economic necessity on _____ IMMEDIACY _____ from a residence in _____ School District / City / State / _____ to a residence in _____ School District / City / State / _____.</p> <p>a. <input type="checkbox"/> engaged in new qualifying work soon after the move. (provide comment if worker engaged more than 60 days after the move); OR</p> <p>b. <input type="checkbox"/> actively sought new qualifying work. AND has a recent history of moves for qualifying work (provide comment)</p> <p>5. The qualifying work is _____ (provide comment in listing) _____ (circle a selection in both a. and b.):</p> <p>a. <input type="checkbox"/> seasonal OR <input type="checkbox"/> temporary employment <input type="checkbox"/> if applicable, check _____</p> <p>b. <input type="checkbox"/> agricultural OR <input type="checkbox"/> fishing work <input type="checkbox"/> personal subsistence (provide comment)</p> <p>6. (Complete if "temporary" is checked in 5a.) The work was determined to be temporary employment based on:</p> <p>a. <input type="checkbox"/> worker's statement (provide comment), OR</p> <p>b. <input type="checkbox"/> employer's statement (provide comment), OR</p> <p>c. <input type="checkbox"/> State documentation for _____ Employer _____.</p>										
<p>V. INTERVIEWEE SIGNATURE</p> <p>I understand the purpose of this form is to help the State determine if the child(ren)'s youth listed on this form is/are eligible for the Title I, Part C, Migrant Education Program. To the best of my knowledge, all of the information I provided to the interviewer is true.</p> <p>Signature _____ Relationship to the child(ren) _____ Date _____</p>							<p>VI. ELIGIBILITY DATA CERTIFICATION</p> <p>I certify that based on the information provided to me, which in all relevant respects is reflected above, I am satisfied that these children are migratory children as defined in 20 U.S.C. §399 and implementing regulations, and thus eligible as such for MEP services. I hereby certify that, to the best of my knowledge, the information is true, reliable, and valid and I understand that any false statement provided herein that I have made is subject to fine or imprisonment pursuant to 18 U.S.C. 1001.</p> <p>Signature of Interviewer _____ Date _____</p> <p>Signature of Designated SEA Reviewer _____ Date _____</p>			
National COE Template							Attachment 2			

ORGANIZING INFORMATION - HIGHLIGHT WHAT NEEDS TO BE FOLLOWED UP ON

While reviewing your notes from the field, highlight, mark, or record in a separate document all information or leads that you need to follow up with to guarantee you do not forget it at a later date.



ORGANIZING INFORMATION - NOTE APPS

To make organizing information easier, use a note app on your phone to take notes while out in the field.

Many note apps allow you to access the notes from your phone or from your computer.

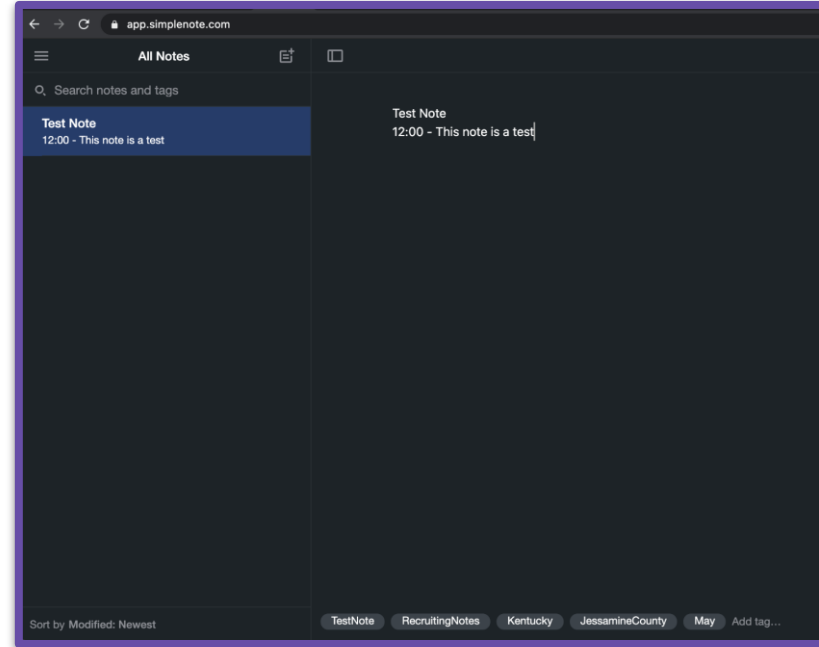


ORGANIZING INFORMATION - USING SIMPLENOTES

Simplenote is a cloud based note taking app that can be accessed from your phone, your computer, or the internet.

Create an account, type a note, and it is automatically uploaded to the cloud.

<https://app.simplenote.com/>

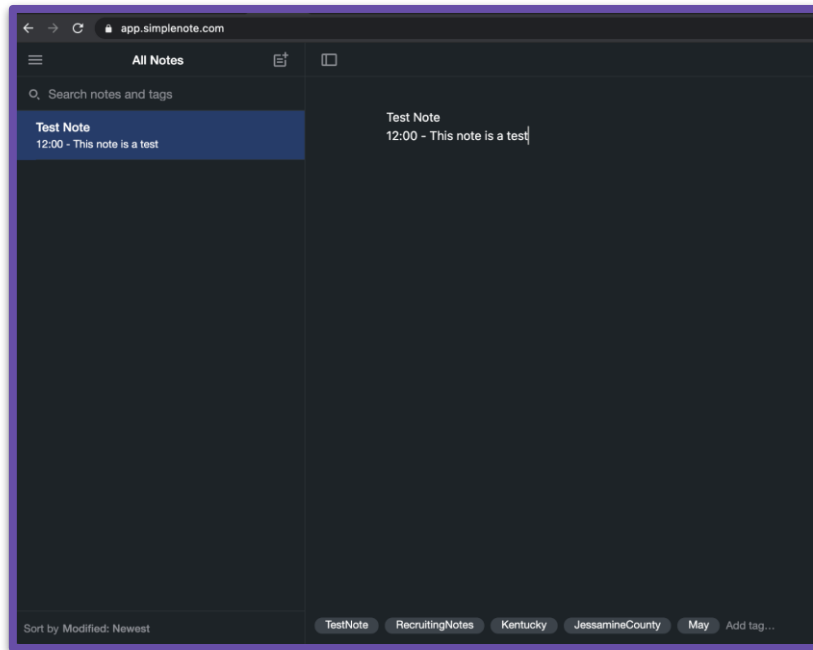


ORGANIZING INFORMATION - USING SIMPLENOTES

Once a note has been written you can automatically access it from any device where you are logged in.

Use this feature to easily transfer notes from the field to your computer.

<https://app.simplenote.com/>

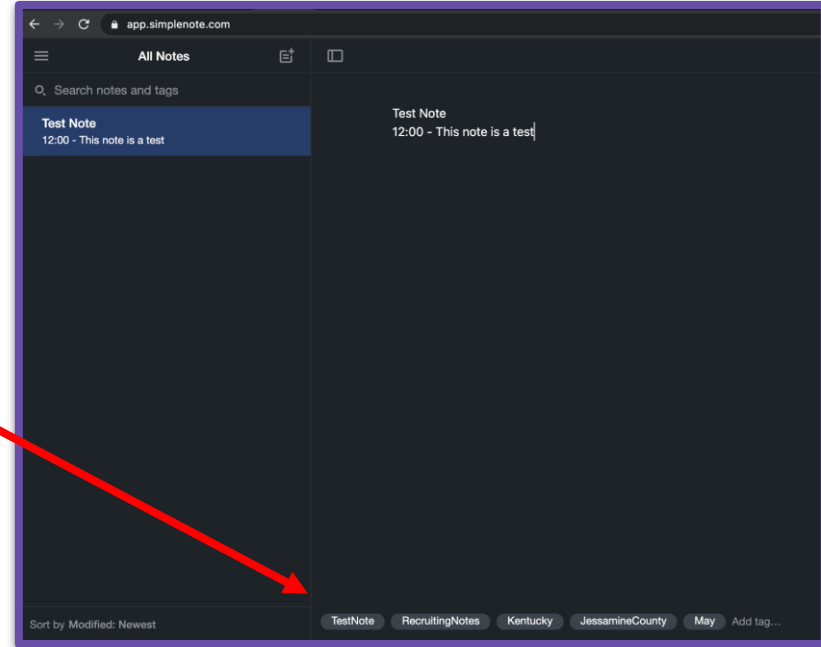


ORGANIZING INFORMATION - USING SIMPLENOTES

You can tag and search through notes to keep them organized. Tag notes according to:

- Area where you worked
- Month worked
- Locations visited
- Goals for the day

<https://app.simplenote.com/>



REPORTING BACK

According to Chapter 3 QA4 in the Non-Regulatory Guidance, states are required to evaluate the effectiveness of the identification and recruitment efforts happening across the state.

To properly evaluate the identification and recruitment efforts, recruiters must report back and document their efforts.

A4. What are the SEA's statewide responsibilities for ID&R?

In implementing an active statewide ID&R process, the SEA should:

- Implement a formal process to map all of the areas within the State where migrant families are likely to reside.
- Develop procedures to effectively identify and recruit all eligible migrant children in the State, generally through a statewide recruitment plan.
- Train and guide recruiters on how to identify and recruit migrant children and how to make appropriate eligibility determinations.
- Deploy recruiters to carry out statewide identification and recruitment efforts and monitor their efforts.
- Implement quality control procedures designed to ensure the reasonable accuracy of recruiters' eligibility determinations and written eligibility documentation.
- Evaluate periodically the effectiveness of identification and recruitment efforts and revise procedures as needed.

REPORTING BACK

The documentation of recruitment efforts is a key part of the quality control process.

Reporting back on ID&R efforts also allows ID&R coordinators and managers to provide direct support and feedback for recruiters in the field.

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FROM A RECRUITER!

Maintain auditable records. It is the recruiter's responsibility to maintain current, complete, and correct information on the COE and reports. Anyone should be able to review all COEs and reports and understand them with limited questions.

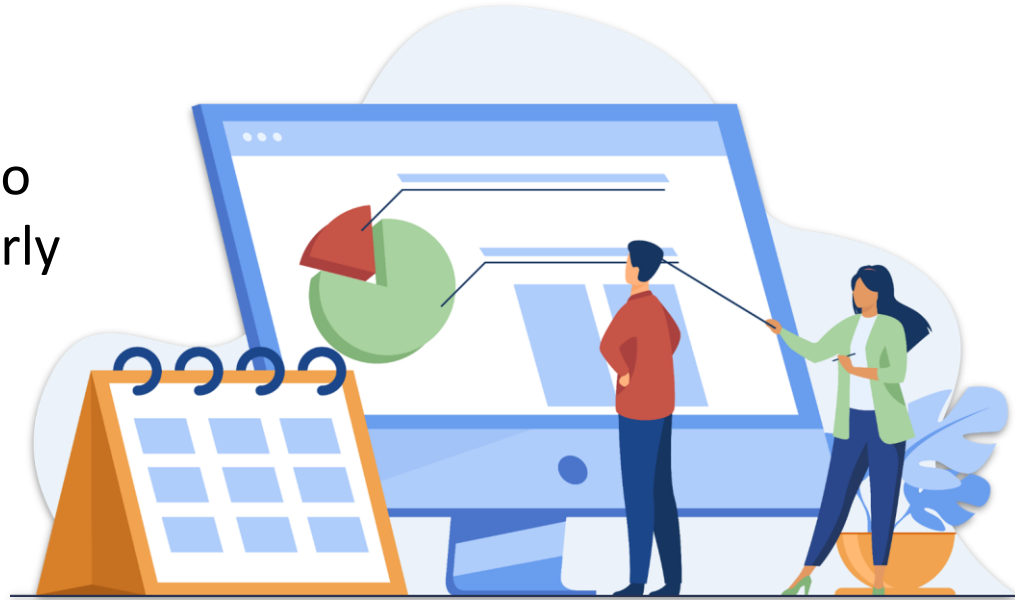
- Recruiter from New Jersey

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Signature _____ Relationship to the child(ren) _____ Date _____							Signature of Interviewer _____ Date _____ Signature of Designated SEA Reviewer _____ Date _____			
National COE Template							Attachment 2			

REPORTING BACK

Just like when you are taking notes, when you are reporting back on your efforts in the field you should be as thorough as possible.

Include as much detail as you can so anyone reading the report will clearly understand where you went and what happened.



REPORTING BACK

It is important to note that every state has different protocols for how recruiters should document their efforts.

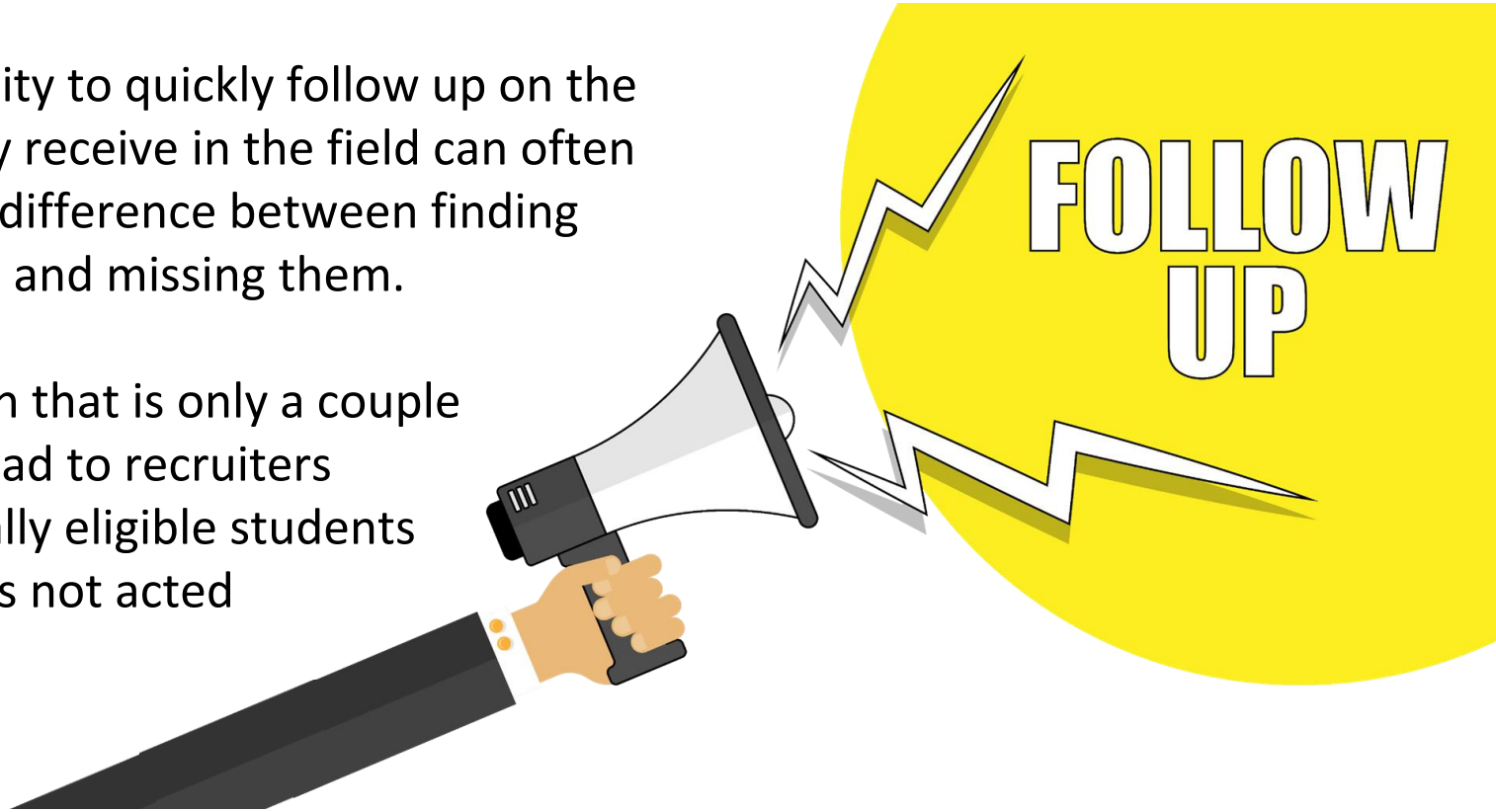
If you are unaware of your state's protocols or how you should document your ID&R efforts, contact your supervisor.



FOLLOW UP

A recruiter's ability to quickly follow up on the information they receive in the field can often times mean the difference between finding eligible students and missing them.

Even information that is only a couple weeks old can lead to recruiters missing potentially eligible students in the field if it is not acted upon quickly.



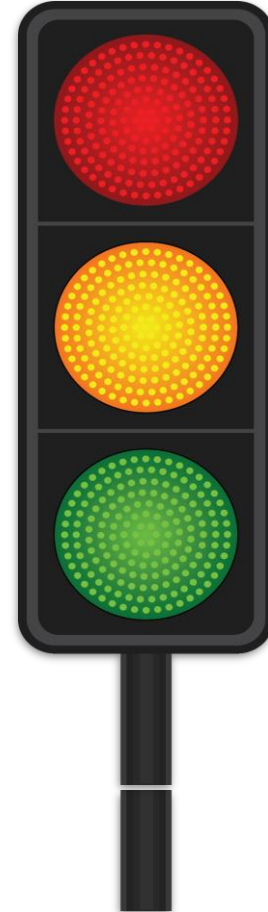
FOLLOW UP

To help you ensure you are following up on all leads, always write down what information needs to be followed up on and then use the *Traffic Light Method* to help you prioritize what needs to be done first.



PRIORITIZING INFORMATION - TRAFFIC LIGHT METHOD

The Traffic Light method allows you to classify and color code information/tasks as being **short-term**, **medium-term**, or **long-term** tasks.

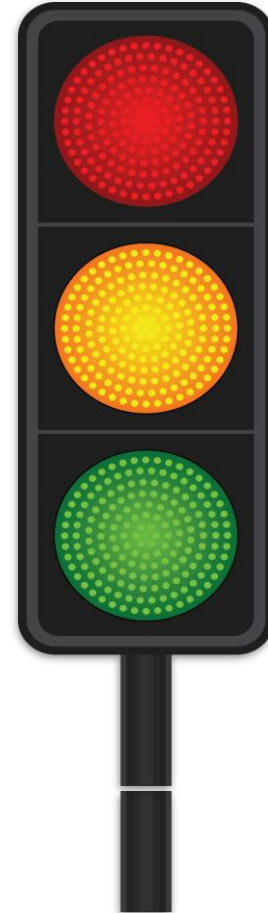


PRIORITIZING INFORMATION - TRAFFIC LIGHT METHOD

Green - Short-Term - Task should be top priority and should be accomplished ideally within a few days.

Yellow - Medium-Term - Task does not need to be accomplished immediately and can be accomplished within a week.

Red - Long-Term - Task is lowest priority and can be put on the back burner.



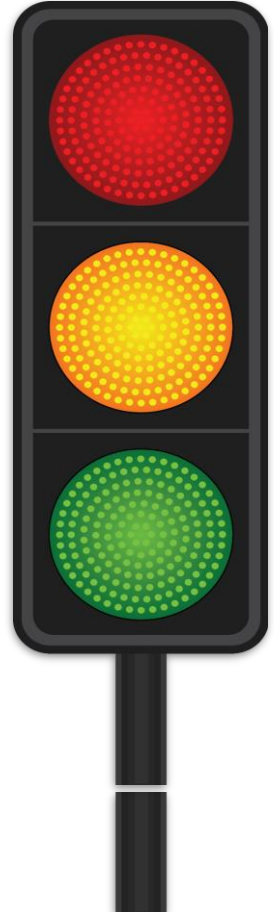
PRIORITIZING INFORMATION - TRAFFIC LIGHT METHOD

For example:

Green - Short-Term - A worker engaged in a qualifying activity calls you to let you know their child recently arrived and is ready to be enrolled in the program.

Yellow - Medium-Term - You have heard about a new apartment complex where migrant families live.

Red - Long-Term - During the off season you would like to search for empty houses to find where migrant families might live during peak season.



FOLLOW UP - FOLLOWING UP WITH FAMILIES



**FOLLOW
UP**

Recruiters will often need to follow up with families or students they meet and enroll in the program to verify information and to see how the family is doing.

FOLLOW UP - FOLLOWING UP WITH FAMILIES



While following up with families or students, recruiters may need to provide referrals to the family in order to meet their needs.

Recruiters should always research and track the organizations providing social services in their area in case a family may need them.

FOLLOW UP - FOLLOWING UP WITH FAMILIES

Types of services recruiters should research in their areas:

- Medical clinics/hospitals
- Translation services
- Legal/Immigration services
- Head start programs
- Churches
- Mental health services
- Food banks
- Clothing drives
- Other social services



WORKBOOK - ACTIVITY!

Research Services in your Area

Go to the Activity in the Recruiting 101 Lesson 7 page of the workbook.

While following up with families, recruiters may need to refer families to other services available in the area. It is important recruiters are aware of the different organizations in their area so they can properly provide any referrals that might be needed. **Use the chart in the workbook to research the services available in your area** so you can be ready to follow up with the families you meet.

NEXT STEPS

Take the *After Being in the Field* mini-quiz to test your knowledge:

<https://www.classmarker.com/online-test/start/?quiz=kdb60e14e5a256d0>

Contact your supervisor to take the **IDRC Recruiter Skills Assessment** on the IDRC website to see where you can continue to learn!

