



STATE IDENTIFICATION & RECRUITMENT PLAN CHECKLIST

State:

Contact Person:

Purpose: To ensure and demonstrate alignment between laws, regulations, and guidance and the development of an effective balanced state ID&R plan.

ID&R Plan Components	Included	In Progress	Not Included	Comments and Notes
I. Mission Statement				
II. Measurable Objectives- Each state IDR plan should outline what are your state measurable outcomes in each of the areas listed below.				
A. Professional Development Plan for State, Regional and Local Staff				
B. Effective Balanced Identification and Recruitment Plan				
C. Quality Control Activities				
D. Interstate/Intrastate Coordination				
III. Activities/Strategies- Each state plan should clearly provide a listing of all of the activities and strategies by month for each of the listed areas below.				
A. Professional Development Plan for State, Regional and Local Staff				
B. Effective Balanced Identification and Recruitment Plan				
C. Quality Control Activities				
D. Interstate/Intrastate Coordination				
IV. State Resources- The plan should clearly explain what resources will be used to implement each of the areas below as well as determine who has responsibility in completing the different activity areas.				

A. Professional Development Plan for State, Regional and Local Staff				
B. Effective Balanced Identification and Recruitment Plan				
C. Quality Control Activities				
D. Interstate/Intrastate Coordination				
V. Recruiter Action Plan				
A. State, Regional, and Local Staff assignments				
B. Timeline				

Please provide a brief narrative outlining your state’s ID&R plan development process and progress-

NEXT STEPS:

1. Have areas still in progress been identified?

2. Are there areas in which IDRC technical support is needed?



SAMPLE STEPS TO CREATING A STRATEGIC EFFECTIVE BALANCED RECRUITMENT PLAN

This document has been created to help assist in the creation of an effective balanced recruitment plan. It is adaptable to any state's needs. It includes sample best practices designed to aid in the creation of an effective plan. It can be applied to a state, regional, district, or local IDR Plan.

ACTIVITY TO BE CONDUCTED	SAMPLE EXAMPLE STEPS
<p>It should be determined in all of these activities who should be responsible to complete these steps. There should be some responsibility on each of the local, regional, and state level. Each state should make the determination of who is the best person or set of persons to conduct this review.</p>	
<p>Assess the current state of Identification and Recruitment Efforts in the state, region, city.</p>	<p>Clearly identify challenge areas of IDR in the state.</p> <ul style="list-style-type: none"> For example, determine what areas of the state have not had thorough IDR efforts conducted during the previous year. <p>Identify what is going well in the state.</p> <ul style="list-style-type: none"> This is key knowledge to determine if support can be provided from stronger areas to areas of need. <p>Determine what areas of Balanced Recruitment are being conducted and which are not.</p> <ul style="list-style-type: none"> Balanced Recruitment includes housing visits, school recruitment, community partnerships and recruitment, and working with farms and agribusiness. Reviewing recruiter's logs and COE reports and mapping out the areas where efforts have been conducted can help identify areas where balanced recruitment is not being done. <p>Have recruiters take the Recruiter Strength Assessment and review those results.</p> <ul style="list-style-type: none"> This assessment allows recruiters to do a self-check in all areas of Balanced Recruitment to determine which areas are most difficult for them. Once this is determined additional support can be provided in the areas identified. <p>Determine what areas of quality control are of concern.</p> <ul style="list-style-type: none"> A review of any areas of concern should be conducted. This can be done through reviewing COE reports, reinterview results, monitoring efforts, etc.

<p>Determine where most efforts are happening in the state.</p> <p>Using data, review if your state is conducting recruitment effectively in schools, in the community, through partnerships, with agriculture entities, and canvassing housing.</p> <p>Determine what data that is needed is not currently being gathered to help with plans of how to gather that data for the future.</p>	<p>Ongoing Tasks</p> <p>Ensure recruiters complete daily/weekly recruiter logs.</p> <p>Review the recruiter logs to check for consistent balanced recruitment</p> <ul style="list-style-type: none"> • Connecteam can be an effective free tool for IDRC states to access to develop these reports. <p>Review the receipt of referrals throughout the year for the program.</p> <ul style="list-style-type: none"> • Reports on referrals received from the IDRC Referral Tool should be reviewed if the state is using the tool. <p>Working with Schools</p> <ul style="list-style-type: none"> • Gather data on which schools are using occupational surveys across the areas. Review recruiter logs to determine what school districts have been visited or established a relationship with through meetings during the last year. <p>Working with Agribusinesses/ Farms</p> <ul style="list-style-type: none"> • Use the IDRC Ag Portal lists to keep track of what farms, nurseries, etc. have been visited and make notes of outcomes. Use data from COEs to determine in what farms eligible youth have been found if available in the state. <p>Working in the Community/ Developing Partnerships</p> <ul style="list-style-type: none"> • Create a list of all agencies that recruiters have partnered with • Review / establish partnership agreements with those agencies • Use Find Help resource to start developing partnerships additional agencies as needed. <p>Canvassing Housing</p> <ul style="list-style-type: none"> • Develop a Housing List to keep track of key housing locations. Ensure that reports are made that help document the visit and update outcome for each site as recruiters visit the location. A list of trailer parks in the state can be found on the IDRC Ag Portal. <p>Other Data Considerations</p> <ul style="list-style-type: none"> • Based on previously listed data sources, determine how it will be collected (ed. dd the employer to the COE) • End of Eligibility Report: run quarterly to determine if families or youth have made new eligible moves.
<p>Identify areas of need and develop a plan on how to increase efforts and who would be responsible for conducting those efforts. Be detailed and create measurable goals and activities that are doable with the current program set-up.</p>	<ul style="list-style-type: none"> ▪ Train staff on what measurable goals are ▪ Review current practices of setting goals ▪ Review how goals are tracked and measured in the current protocols and how that should change for the future. ▪ Create goals related to the results of the recruiter strength assessment to identify weaknesses and growth and create goals. ▪ Break down the goals by district, region, and state. ▪ Recruiters should have daily, weekly, monthly, and yearly goals.

<p>Review the Agriculture Crops Timeline, Farmworker County Maps, and the IDRC Power BI resources to prioritize areas with the most agriculture happening.</p>	<ul style="list-style-type: none"> ▪ Ensure MEP know what crops and activities are in their assigned areas. ▪ This knowledge should be used to make a list of those and the times those activities are happening. Organize these activities by month. <p>Make a list of farms and employers in their assigned areas.</p> <p>Review the possible number of farmworkers in the area from the Agriculture Census to determine the areas of the greatest probability of finding eligible families and youth.</p> <ul style="list-style-type: none"> ▪ This information is available to all IDRC states through the power bi tool. <p>Determine what agricultural associations are related to the key industries in the state.</p> <ul style="list-style-type: none"> ▪ Develop a plan to reach out to the associations to determine how the state can attend their meetings and help distribute information to their members.
<p>Using index cards, have MEP Staff/Recruiters write all the activities they should be doing throughout the year in general.</p>	<p>Examples could be like the following: Re-verifications of children in the fall, assisting with signing up students for summer programming, visiting farms, building relationships with ag businesses, following up with school surveys, visiting community locations such as churches, partner organizations, etc.</p> <ul style="list-style-type: none"> ▪ Then, have them make a monthly calendar of when those things should happen. ▪ Plan what else they could be doing in the slow months. (Outreach in the community, run data, and call the families to see if they have done any other moves) ▪ Professional development. ▪ Attend school meetings and introduce the program. ▪ ID&R planning. ▪ Partnership Development with identified agencies.
<p>Have staff put it all together to make a yearly recruitment plan that is balanced.</p>	<p>This plan should include the following:</p> <ul style="list-style-type: none"> ▪ What should they be doing each month with farms, fisheries, or agribusiness? ▪ What should they do to build effective partnerships? ▪ What crops or activities are happening each month? How should they effectively get referrals and leads from schools and the community? ▪ The plan should be mapped out by month and include the activities to happen each month. ▪ Differentiate activities by busy vs slow season activities. ▪ It can be by position also- coordinators, recruiters, etc.
<p>Create measurable goals to help recruiters and staff stay focused and organize and conduct needed activities.</p>	<ul style="list-style-type: none"> ▪ Discuss how they can make daily, weekly, and monthly plans related to their yearly plan. ▪ Have them make a sample daily plan for one chosen month. ▪ Conduct regular check-in meetings with recruitment staff ▪ Have measurable goals attainable goals