Recruitment Priorities Calendar

This training lays out a flexible timeline for the recruitment cycle, and is an essential training for new recruiters. It helps the recruiter to stay focused on specific tasks and goals that are determined by the recruitment cycle and the needs of students at pivotal points of the school year. The training also defines important terms that recruiters come across in their daily work.

An effective Recruitment Priorities Calendar Training is:

- Informative and thorough
- Adaptable to audiences with different levels of experience
- Practical

An effective Recruitment Priorities Calendar Training includes:

- Dates and milestones important to the recruitment cycle of your college
- Action steps for participants to complete
- Opportunities for audience participation
- Time for participants to reflect
- Relevant supplementary materials such as calendars, worksheets, etc.

Tips for an Effective Training

- Read the entire training thoroughly
- Rehearse the training aloud and time your rehearsal
- Print out supplementary materials ahead of time
- Ensure necessary presentation technology is functioning properly
- Arrange the room to suit the needs of your training
- Clearly display and distribute materials for the training

This resource is part of the Sanford Inspire Program Recruitment Toolkit, a model for teacher preparation programs to engage and attract future educators. Discover more resources at SanfordInspireProgram.org