

Recruitment & Selection

Objectives

This worksheet aims to help Bonner staff and student leaders plan their programs recruitment, selection, and exit strategies. We'll cover several dimensions—which you can do as part of formal meetings or on your own—which include:

1. Nailing down your **recruitment goals**, in terms of numbers of students and cohorts—for the coming year.
2. Clarifying what will be the **challenges** for your program—in terms of diversity, financial profiles, financial resources, etc.—and planning to address them
3. Establishing and working through **pipelines** to meet your goals.
4. Having a clear, multi-pronged application and selection **process** that results in Bonner Scholars/Leaders who have a high commitment to participation.
5. Having a clear process for dealing with issues and allowing for **exits/dismissals** when necessary.

Other Resources

Companion materials to this worksheet include:

- Power-point presentation on Recruitment and Selections.
- Recruitment Guide, to be found on the Bonner Network Wiki
- Sample applications, forms, and related documents (can be found on the Wiki).

Take-Aways

By the end of these worksheets, you should have:

- A plan for doing (or refining) your recruitment and selection that will yield a diverse, highly committed group of Bonner Scholars/Leaders.
- Some thinking about ways to build or improve your recruitment and selection process—such as pipelines,

Part I — Your Recruitment Goals

Sketch out your ideal Bonner Program structure for the coming year—e.g. numbers of students in each cohort. Consider the following:

- Number of first-years, second-years, third-years, and fourth-years needed for next year
- What financial profile these students need to have
- What financial resources your program will provide these students (scholarships, aid, Work Study, AmeriCorps)
- Other goals you have around diversity (gender, ethnicity, international, etc.)

Bonner Scholars/Leaders	
First Years	
Second Years	
Third Years	
Fourth Years	

Part 2 — Recruitment Challenges and Strategies to Overcome Them

List the types of placements you have with the partner, and brainstorm what may be possible.

	What they are	Strategies to tackle
Diversity Challenges (eg., specific groups)		
Financial Challenges (e.g., constraints from institution, student body profile)		
Admissions Processes (e.g., timeline issue, procedures)		
Logistical Challenges (e.g., in-person interviews not possible)		

With this information in mind, map out key steps for your work plan for recruitment.

Part 3 — Expanding Recruitment Pipelines

Brainstorm ideas for ways to find the students who are a good fit for your Bonner Program. This can be whether you are recruiting first-year students, replacements, or Bonner Leaders at various class levels. Identify key individuals/groups with which to focus.

Relationships/Processes to Focus On	
High Schools/Community Colleges/Educational Pipelines	
Non-profit Partners/Community Champions	
Key Campus Personnel/ Departments	
Key Student Groups/ Programs	
National/International Connections	

With this information in mind, identify 2 ways to build or strengthen your recruitment pool by focusing on key relationships and pipelines.

Part 4 — Application and Selection

With what you've learned about the ingredients for successful Bonner student applications and selection, note your ideas and work plan. Pay attention to the bullets below.

Ideas and Work Plan	
Application <ul style="list-style-type: none">• the right students do it• the content is right• the format is appealing• the timeline works	
Selection <ul style="list-style-type: none">• staff that need to be involved are• students that should be involved are• the process is manageable• the timeline works• the results are great	

With this information in mind, identify 2-3 next steps.

Part 5 — Exits & Dismissals

What is your process for exiting students who must leave the program—whether for health, personal, or performance issues? What is the process for replacing Bonners who exit?

Ideas and Work Plan	
Exits/Dismissals <ul style="list-style-type: none">• caring management• progressive discipline• connecting students to help they need to succeed	
Replacements <ul style="list-style-type: none">• process• timeline• administrative procedures	

With this information in mind, identify the elements you need to build or address within your program.