

RECRUITING TIPS

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THE ROLE OF THE RECRUITER¹

The recruiter may encounter families who are living far below the poverty level and who have great needs. Regardless of the level of poverty the recruiter finds in a home or shelter, the recruiter cannot confuse empathy for the family with the duties of the job. The recruiter should be careful not to perceive herself or himself as having the “power” to decide which children are eligible to receive services and which ones are not. Furthermore, the recruiter cannot use the MEP as a way to “level the playing field” by making a questionable eligibility determination to help a particularly deserving family “once in a while.” While it might feel good to be able to help a deserving family, the role of the MEP recruiter is to identify and recruit eligible migrant children, not needy children.

AFTER THE INTERVIEW: “FOLLOW UP ACTIVITIES AT THE OFFICE”

TIP #31 REPORTING BACK AFTER YOUR VISIT

Call in or check in with whomever you informed about your home visiting schedule. They will be glad to hear that you are safe and that everything is fine. Keeping everyone informed about your safety is a welcomed sign of someone who is responsible, courteous, and considerate.

TIP #32 LOCATING FAMILIES THAT HAVE MOVED²

When families have moved, send a letter to them at their old address in order to get their new address. On the envelope, request that the Postal Service notify you of the new address. If they have left a forwarding address, the Postal Service will send it to you.

TIP #33 RECRUIT AT SCHOOL REGISTRATION²

At schools that have a pre-registration before school starts, set up a table and have all parents pass by your station to be screened for eligibility. One or two quick questions will quickly eliminate most parents. Those who seem to qualify can be interviewed, and if they do qualify, signed up on the spot. This is a lot more efficient than driving all over the county. Other migrant personnel could be trained to help in other schools if they pre-register on the same day. You can follow up with a home visit to difficult or questionable cases.

TIP #34 MAKE ETHICAL DECISIONS¹

The recruiter will meet families who have great needs. The recruiter may believe that those children need and deserve help, even if they do not qualify for the MEP. The recruiter will need to put these personal feelings aside in order to make objective decisions based on the MEP eligibility criteria.

TIP #35 DON'T GET OVERWHELMED BY MIGRANT FAMILIES' NEEDS¹

The recruiter should exercise caution in assisting needy families with non-school-related needs. The recruiter should use good judgment and tact in deciding when and how long to help a family. However, there is a fine line between providing support to a family and hindering the family's ability to become self-reliant. The recruiter should learn when it is appropriate to help a family and when to refer them to other local services.

TIP #36 REFERRING FAMILIES TO APPROPRIATE SERVICES¹

The recruiter, with the family's consent, should feel free to refer a family to other suitable service providers. When the recruiter is able to accurately identify the family's needs and provide complete information on the referral source, the family is more likely to get the services they need.

TIP #37 THE CERTIFICATE OF ELIGIBILITY (COE)¹

The COE is the most important document the recruiter will generate for the MEP, and it should be treated as such. The recruiter should complete the COE with care so that it is easy to read and understand, and serves as a clear basis for the determination of a child's eligibility.

TIP #38 DO THINGS RIGHT THE FIRST TIME¹

If the recruiter makes errors or does not submit complete paperwork, the work will have to be re-done. When a recruiter does things right the first time, the work doesn't have to be re-done, which saves time for both the recruiter and the person who reviews the COE.

TIP #39 DON'T HIDE MISTAKES¹

We're all human and we all make mistakes. If the recruiter finds mistakes when checking the COE, he or she should either fix them or find someone else who can fix them. The recruiter should use this experience to find ways of avoiding and/or catching mistakes in the future.

TIP #40 QUALITY CONTROL¹

The recruiter should understand the basics of quality control, and the Federal and State requirements for ensuring the quality of the child eligibility determinations. The recruiter should also be aware of his or her role in the State's quality control plan, and assist in developing State and local plans.

TIP #41 FALSIFICATION¹

If the recruiter conducts thorough interviews and collects supporting documentation where needed, making preliminary eligibility determinations—including the process of resolving difficult cases—should be fairly straightforward. However, serious problems arise when the recruiter intentionally falsifies information on the COE. Knowingly falsifying information on a COE is a crime that is punishable by fines or imprisonment. Mistakes are not crimes, so the honest recruiter need not worry. It is the job of everyone in the MEP to find and correct mistakes as soon as possible.

TIP #42 REPORT FRAUD OR MISCONDUCT¹

The recruiter should follow his or her State policies to report fraud or misconduct. The recruiter should not do things that he or she believes are wrong, and should follow up on any concerns until they have been properly addressed. "It is everyone's job to preserve the integrity of the MEP and to maintain public confidence in the program's efforts to find and serve eligible migrant children."

TIP #43 REMEMBER THAT THE RECRUITER IS NOT ALONE¹

It is important to the recruiter to understand that identifying, recruiting, and determining the eligibility of migrant children is the mutual responsibilities of the recruiter and the ID&R team.

TIP #44 GIVE THE MEP ITS DUE¹

A recruiter who works full-time for the MEP should guard his or her time to make sure all work activities benefit the MEP. If the school asks the recruiter to spend MEP time on work that does not directly benefit the MEP, the recruiter should respectfully decline. If the school insists that the recruiter spend MEP-funded time on non-MEP work, the recruiter should contact a supervisor.

REFERENCES CONSULTED:

- ¹ United States Department of Education, Office of Migrant Education, Draft Identification and Recruitment Manual, October 2007.
- ² Adapted from U.S. Department of Education. Recruiter's Guide. National Identification and Recruitment Contract. By Leon Johnson. Pennsylvania Department of Education, Office of Migrant Education. Harrisburg, 1989.

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