

Global Partnerships Manual

Ways to recruit for your Global Partnerships Trip

- Personally invite at least 10 people to go on the trip with you by verbally asking them to go, and why you want them for your specific team
 - Personal invitation is the most effective way to recruit
- Remain educated on all GP opportunities so you can best ascertain where to direct interested students
- Canvas Resident's Halls
 - Divide and conquer with your team to connect with RAs, show up to Res. Life events
- Sit at tables in the JC and Carlson Tower
- Wear t-shirts and other GP gear around campus, this could include clothing or jewelry you purchased on a previous trip
- Make a Facebook page and/or event
- Reach out to fellow team members and encourage them to recruit from their networks
- Reach out to Cultural clubs if they have any interested students or if they would like to partner in recruitment events
- Look up relevant courses on WebAdvisor and connect with professors to do classroom visits, you can also ask your professors if you can do an announcement in class
- Design and hang up flashy posters for campus bulletin boards
 - IMPORTANT: you must get these approved by Center for Student Engagement
- Make the rounds in ARA
- Invite people over to your home for a more informal info session
- Use your unique resources and skills, every minute of your day can be an opportunity to recruit!

Interviews & Team Development Checklist

_____ Promptly email students back once you receive their application. Thank them for applying and set up an interview time. Provide them with further reading, trip info and other resources that they could use to prepare for the interview.

_____ Coordinate the interview process with you co-leader(s) and/or faculty advisor(s)

_____ Set up a space for an interview. Great places are Bickner Bistro, Starbucks, Viking Café etc...

_____ Discuss with your leadership team what you are looking for in an applicant. Things to consider

- Participation in UMin related activities
- Priority to juniors and seniors?
- Priority to certain skills/experiences relevant to the trip
- Diversity (gender, racial, year at NPU, religion etc...)
- Motivation for going on the trip

- Personality, how well does this person fit into the team and the trip?
- Leadership potential

_____ Prepare a list of questions for the applicant beforehand, remember to be warm and friendly! Read application in its entirety beforehand and prepare relevant, applicant-specific questions to ask in addition to the general ones

_____ Send out a reminder email day-of to the applicant

_____ Conduct the interview (see next section)

_____ Meet with your leadership team after to fill them in on the interview (if they were not present). Discuss the strengths and weaknesses of the applicant and make a decision on whether or not they will be accepted.

_____ Meet with Allison to discuss the applicant you would like to become a team member

_____ Send a prompt and courteous email (cc Allison) either accepting or rejecting the applicant from the trip. Particularly in the case of rejection, highlight the skills they presented while giving some constructive feedback. If they would be a good fit, refer them to a different team.

Interviewing

The interview is an opportunity for you to set the tone for the whole trip. Get to know who the people are that would like to go on the trip. Take the time to really listen to them. This may be an event God would like to use in their life. The interview should be more of a conversation.

Designate one leader to jot down brief notes during the meeting and take additional notes after the interview is complete. All leaders present at the interview should be asking questions.

Things to communicate

- Don't be nervous, this is a get-to-know-you style interview, *not* a job interview
- Come prepared with the purpose of your trip and the additional details you are able to share (what exactly will you be doing, where will you be staying, how long does it take to get there?)
 - Remember the applicant is also interviewing you
- Be very clear with both the time commitments required for the trip (GP training, trip meetings, dates of the trip) and the fundraising responsibility
 - Don't forget to mention that upon accepting a spot on the trip their deposit (usually around 10% of the total trip cost) is due
- Let them know when they can expect to hear back from you
- *If traveling internationally* be sure to ask if applicant has a valid passport and, if so, what country it's from!

Notifying Applicants

- All applicants must be notified in writing of their acceptance or rejection from the trip

- *If travelling internationally* If the student does not have a valid passport then let them know they need to acquire one ASAP, our office is happy to assist students in this process but the cost of the passport is the responsibility of the student