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# New York Statewide Recruiter Training Checklist

## RECRUITER INFORMATION

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| Name:  |  |  | Start Date:  |  |
| Counties: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| NEW HIRE PROCEDURES

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| [ ]  Fill out new employee paperwork and material request form[ ]  Complete Time Sheet and Travel Request Form training |   |  |

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## RECRUITER TOOLKIT

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| [ ]  Review the New York State Recruiter Toolkit |

## TRAINING MODULES

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| [ ]  Introduction to the NYS Migrant Education Program[ ]  Eligibility Guidelines- Flow Chart and Timeline[ ]  The Interview for ID&R Beginners [ ]  Completing the Electronic COE (ECOE) [ ]  Basic Eligibility Scenarios [ ]  Organization Tips for Recruiters [ ]  Safety Protocols[ ]  MSIX- Migrant Student Information Exchange [ ]  Data Security Training  |  |  |

## IN-FIELD TRAINING

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| [ ]  Shadow a New York State Senior Recruiter (Minimum 3 days) [ ]  Meet with METS director and data specialist[ ]  Complete an eligibility interview [ ]  Complete a Certificate of Eligibility (COE)  |