Post-Service Year Preparation Checklist

Preparing your service year corps members for their next steps after service should start the moment that their service year begins. Use this handout to evaluate steps that you can take to make sure your service year corps members are ready to hit the world running!

Months 0-3 - Start Off Strong

- [ ] Coach service year corps members on elevator pitches about your organization and their service.

- [ ] Guide service year corps members to set short term and long term goals for their service year and for their personal and professional life beyond service.

- [ ] Identify any training needs or requests from your service year corps member to help them be successful in their service and their post-service goals.

- [ ] Share a program calendar of in-service touch points for the rest of the year.

- [ ] Give your members a framework to record important data about their service activities (total hours served, houses built, acres gardened, etc)

Months 3-6 - Build Skills and Networks

- ☐ Match your service year corps member with a mentor who will support them during service and advice on next-steps.

- ☐ Provide connections to skill-building classes, online or in person, that relate to their service, personal interests, or career aspirations.

- ☐ Educate your members on 21st Century Skills and how their service relates to workplace skills

    - ☐ Use Service Year Alliance [Digital Badges](#) (for members only)

    - ☐ See [Translating Service Year Skills](#) worksheet

- ☐ Create opportunities for your service year corps members to network.

    - ☐ Send them to conferences, community meetings, and local events. Create process for corps members to find and request these professional development opportunities.

    - ☐ Have leaders from the community and/or alumni to host a "brown bag" to talk with corps members about how they got to their current career.

- ☐ If your service year corps members are interested in pursuing higher education, help them prepare to apply.

    - ☐ Link to Standardized Test Supports (SAT, grad school?)

    - ☐ Link to Higher Ed Matches

    - ☐ How to best utilize Segal Education Award

Months 6-9 - Build Skills and Networks

- ☐ Provide and/or check summary data of service activities (total hours served, houses built, acres gardened, etc).

- ☐ Teach your members how to put their service on a resume or in job application.

    - ☐ See "[AmeriCorps on your Resume](#)"

- ☐ Give members in-service hours to complete their resume, update their Linkedin, register as an Alum, and other transition preparation activities.

- ☐ Practice interviews and networking skills.

    - ☐ Invite your members to your next Board meeting and host a 15 min networking event where they can speak with Board members about their aspirations and interests. Your board will love to offer their advice and their network.

- ☐ Be transparent about any opportunities to serve again or transition to a staff position. If your service year corps member decides these opportunities are not for them, support them to find the right next step.

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Month 9-12 - Find the Next Step!

- [ ] Continue to have open conversations about next steps for your service year corps members. Support your members in their job search. Explicitly offer to act as a reference.

- [ ] Continue to support & refine corps members resumes.

- [ ] Convene a reflection activity for the members to document their year, and discuss their personal growth and development

    - [ ] Encourage every member to have a story about "what they learned about themselves during their service"

- [ ] Tap into your networks to let potential employers know that your service year corps members are skilled & looking for jobs.

    - [ ] Ping alumni network for help.

    - [ ] Are you in a small community? Build a resume book! Take all your graduating members' resumes and put them in a pdf with a short cover memo from your Executive Director -> email the pdf to all the nonprofits you work with plus board members of your org and other private sector partners. Your grads are highly sought emerging leaders!

    - [ ] Encourage your members to use the Employers of National Service network as a starting place.

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