

Begin by asking the right question...

Where are my potential students?

- Job and Family Services
- One Stop
- Other social agencies

Get to know your service area...

- Schedule meetings with area program directors where potential students will be
- Schedule presentations EVERYwhere potential students may be

Make the most of your meetings internally and externally

- Ask lots of questions
- Discover their roadblocks and concerns
- Devise a doable solution think outside of the box
- Build value in your program

Establish an Advisory Board and meet regularly

- Directors of social services programs
- Employers
- Community leaders
- Internal program supporters

Hire the "right" person for recruitment

- High energy
- Excellent in sales
- Excellent communication skills
- Excellent organization skills
- Excellent presentation skills

Recruitment staff must be prepared

- Look professional
- Table displays
- Brochures
- Banners
- Business cards
- Recruitment Reminders reasonably priced and program related

Brand your program and stick with it...

- Logo
- Color Scheme
- Slogan
- Artwork

Website

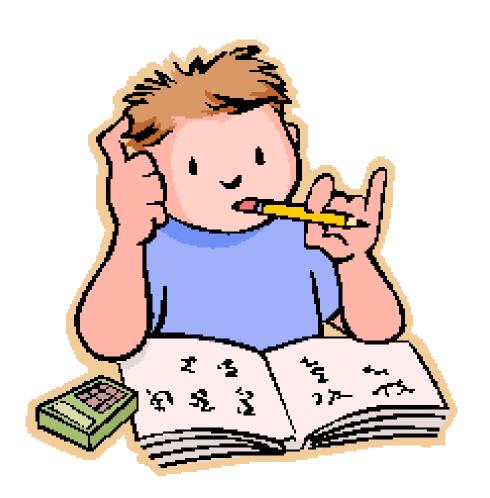
- Interactive
- Simple yet professional
- Contact page directed to someone who will reply within 24 hours
- Use a phone number someone will always answer

The value of advertising

- New program is basically a new business
- Review demographics
- Look for unique opportunities
- Multi-media approach

Ensure all advertising looks professional

- Print actual photos and never clip art
- Television invest in quality
- Radio only use professional sounding voices
- Billboards great visual keep it simple
- Must track outcomes reasonable cost with desired results





Press Releases, Public Service Announcements (PSA) & Newsletters

- Who, What, When, Where, Why
- Television/Radio ask for PSAs
- Newspaper/Radio/Television Press Release
- Digital Newsletters

Social Media is a MUST - Facebook

- Program Page be strategic have friends invite friends to like your page
 - Recruitment information Boost the post
- Student Coaches create an account
- Must update daily motivational quotes, meeting information, 30 second videos

