

Steps for VISTA candidate Web Application Process

- 1) Go to www.americorps.org Home Page on the web
- 2) Go to the list titled "For Individuals" 3rd list to the center right of the page
- 3) Click on "I'm Ready to Serve" 2nd bullet on the list
- 4) Click on "Join AmeriCorps" the bullet middle left of page
- 5) Click on "Find a Program" on the list on far left of page

- 6) It will take the applicant to fields. The fields the applicant needs to fill out are:
 2. "State" click Michigan
 3. "Work Schedule" click Full-Time
 4. "Program Type" click AmeriCorps*VISTA

- 7) Click "Search"

- 8) This will take the applicant to a listing of all the AmeriCorps*VISTA Projects in Michigan. Scroll down to "Power of We Consortium AmeriCorps*VISTA Project" (or the project name the applicant would like to apply to, if listed). Click the box to the left of the Project Name. Then scroll down to the bottom of the page and click "Show Details."

- 9) This will take the applicant to the Power of We Consortium AmeriCorps*VISTA Project, Program Description. Scroll down to the bottom of the page and click the box "Yes! I would like to apply for this project!" Then click "Apply for Selected Program(s)."

- 10) The next screen will be the web application. Follow the directions on the screen.
NOTE: The applicant's references should be accessible via email for a fast and efficient return of their forms.

- 11) Power of We Consortium AmeriCorps*VISTA Project Coordinator will be notified via email of the application when all references have responded and will "accept" the application (after verifying the acceptance with the project site). The application and references will be printed.

- 12) The applicant will be notified via email of the acceptance and will "accept" the offer for hire.

- 13) Next contact the project site to fill out the Pre-Service Orientation Registration forms that will be sent to the CNCS MI State Office.

- 14) Once the paperwork is at the CNCS MI State Office, and the information entered into the web-based system, the applicant will be notified by email to proceed to "My AmeriCorps" on the www.americorps.org web site. The applicant will fill out the paperwork at "My AmeriCorps" to set up the Direct Deposit for their pay and other forms.

- 15) When each step is complete the applicant should contact the Power of We Consortium AmeriCorps*VISTA Project Coordinator for a project "Orientation" session.