

Project Directors: Onboarding Your Recruiter

*Updated 8/20/23

*This guide was developed for directors to streamline the process of hiring a new recruiter. The local project director can request state technical assistance by completing and submitting the technical assistance form at any given time.

Coordinator/Director Guidance		
Notes:		
Housed Project Training & Preparation	DATE	NOTES
1. In-house new hire training: paperwork, create work email, etc.		
2. Order device to use MIS2000 (MIS Requirements)		
Info provided by MSED: "List of most popular computers that work with MIS2000. A basic search you can use is "tablet/Laptop with Touch-Screen and Windows 11 Pro". 1. HP Tablet 2. Lenovo: Tablet 3. Microsoft: Surface Laptop , Surface Pro		
3. Print IDRC Recruiting 101 Module Workbook for recruiter (module included in guide)		
4. Print NRG Ch. 2 for recruiter		
5. Other		
MEP State Communication	DATE	NOTES
1. Have completed change of staff form		
2. Request MIS2000 Account		
After submitting a technical assistance request, Danielle submits an email request to MSED (Jay). Jay replies and works with the recruiter to set up MIS2000.		
Local project is responsible for account setup and training.		

3. Request MSIX account if used by recruiters in your project		
Trainings available through MSIX include “Move Notices,” Data Request” Read webinar presentation (“Cybersecurity and Account Management,” “Back to School.”)		
Local project is responsible for account setup and training.		
State Resources	DATE	NOTES
1. NE MEP 101		
All incoming MEP staff is required to complete this activity.		
2. New Recruiter Training State Guide		
This guide includes general ID&R training procedures which some may not apply to all projects. Modify and use accordingly.		
Any state training request should be communicated with proper coordinator and fill out a technical assistance form.		
3. Technical Assistance Form		
4. NE MEP Website		