

LEAD. MOTIVATE. INFLUENCE.

Recruitment Action Checklist

1. The Basics

The key to a successful M1 recruitment is having a plan! We've created this **easy-to-use checklist** to help get you started. Your Field Student Recruitment Manager will be by your side to provide support and check in from time to time to discuss your progress!

First Name: Last Name

School Name:

Orientation Date: Class Size: Available on the Dashboard

Field Student Recruitment Manager: Emily Ferron Meredith Friedberg

2. Connect with your awesome Field Student Recruitment Manager

One of the best resources available to you is your dedicated Field Student Recruitment Manager (FSRM). Your FSRM is your trusted confidant when it comes to helping you make the most of your recruiting experience. You'll have an opportunity to connect multiple times throughout the year, but you'll want to kick the year off with a 1:1 thirty-minute "meet and greet." We'll reach out to set up a convenient time!

- Schedule a 1:1 session with your FSRM
- Attend a Coffee Chat (these are held monthly!)

Q: What will we go over during my 1:1 or coffee chat?

A: Most importantly - you'll get face time with our team!! Then, you can expect a fun walkthrough of the Resource Center and Dashboard, discuss ways we support you through grants, speaker requests, free swag and marketing support, and ask any questions you might have!

3. Getting Started

Before we kick things off, there's some quick housekeeping we need to take care of to make sure you have everything you need to get started!

- Activate your Outreach Leader Profile.** You should have received a link to the email you provided on your Outreach Leader Application. Completing this step only takes a few minutes and is a very important part of the onboarding process. Didn't get the link? We'll resend it! Send us a quick email to studentops@ama-assn.org.
 - Once you've completed this step, you'll have access to the MSOP Resource Center and Dashboard. Here is where you'll find important information including your class size, recruitment goals, progress bar, as well as helpful resources and toolkits
- Read through the MSOP Guide.** This handy booklet is the ultimate resource for all things MSOP. This includes a program calendar, important deadlines, information on commissions, tools and more!
- Attend the MSOP Kick-Off Event*** This 45-minute virtual orientation will give you an opportunity to meet the MSOP team and your fellow outreach leaders from all corners of the US. *More information will be emailed to you as this event approaches. Can't make it? That's okay! This will be recorded for future viewing.

- Connect with your campus AMA Medical Student Chapter!** If your school has a local [Medical Student Section](#) (MSS), we recommend connecting with chapter leaders early and often. Not sure if your school has an established chapter? Your Field Student Recruitment Manager can help you get connected with the AMA MSS team!
- Explore our virtual training video library!** Accessible on the [MSOP Resource Center](#), this comprehensive training series offers “at your pace” learning covering important program topics, FAQs and other vital recruitment resources.

4. Time to Take Action!

When you’ve returned to “campus” and are ready to go, please complete the following steps. Whether you're virtual, hybrid, or in person, we’ve got you covered!

- Work with your student activities office to get access to your M1 email list or listserv, if it's available to you.
- Send your first M1 welcome email - this can be done using one of our templates.
- Apply for a grant to help fund your event: Did you know that each school is eligible to receive up to \$1500 per academic year to help host events, projects and more?
- Host your first AMA info session! This can be a part of your school's orientation event or held separately. Use our handy toolkit to help you with everything you need!

What's included in the AMA Info Session Kit?

- ✓ Customizable AMA 101 PowerPoint and script
- ✓ Info session invite/thank you templates to use before and after the event
- ✓ Marketing resources, templates and more

5. Stay Engaged and Stay Involved!

This checklist is just one of the many ways we will support your recruitment efforts this year. Here are some other suggestions to grow membership this fall.

- Read the weekly Outreach Leader Update (sent every Tuesday) and the Monthly Student Leadership Newsletter (sent the last Friday of each month).
 - Make sure you add studentops@ama-assn.org to your contact list
- Post about AMA Recruitment on your school's social media page, GroupMe and everywhere in between! Check out our new social media toolkit for help!
- Request a school “visit” with our Government Relations Advocacy Fellow, subject matter expert or member of our AMA leadership team!
- Attend Student Leadership Training (*more info to come!*)
- Complete our monthly progress reports - these are super quick and easy!

★ **We'll check in from time to time to share updates and get your feedback!**

6. Final Tips & Tricks

- ✓ Bookmark www.ama-assn.org/msop-resource-center on your browser!
 - You'll want to check this page out at least once a week
- ✓ Save StudentOps@ama-assn.org and your Field Student Recruitment Manager's email to your contacts