



Monthly Mentor Guide – Vice President of Recruitment

To provide you with additional support, we've compiled a list of topics that you can cover with your mentee. These are general topics that apply to most chapters. Keep in mind that the timeframe of some of these topics may be dependent on the university academic calendar and chapter-specific programming, so you should adjust accordingly. These questions are simply suggestions, don't limit yourself to only asking these questions.

August	<ul style="list-style-type: none">• Have you set your recruitment standards yet?• Are we prepared for formal recruitment this Fall? What values-based events are we hosting?• How many Balanced Man Scholarship applications have we received? Have we begun interviewing those candidates?
September	<ul style="list-style-type: none">• Does the university allow year-round bidding? If so, what's our plan to continue recruiting?• How are we marketing ourselves? Have we updated the website or social media accounts recently? What is our brand?• What is our recruitment goal for the Fall? What's our plan to meet these goals? How are we going to incorporate year-round recruitment into this plan?
October	<ul style="list-style-type: none">• Are we on track to meet our recruitment goals for the fall? If not how do we continue to grow our potential new member list now that the university-sponsored recruitment weeks are done?• Are all of our new members registered with Headquarters? If not, go to sigep.org/join to get them registered under SigEp's insurance policy.• Elections should be coming up soon...who is the next vice president of recruitment going to be? Have you groomed anyone to take your place yet?
November	<ul style="list-style-type: none">• Is the recruitment committee still meeting on a weekly basis?• How are we following up with those individuals that attended our events during formal recruitment week? BMS finalists?• Have we identified another member to take over your role after elections? How can we get him some experience now, so he'll be more prepared to completely take over the role?

December	<ul style="list-style-type: none"> • What documents do you need to transition to the next officer at the executive transition retreat? • Is there anything you wish you would've done differently while you were the vice president of recruitment? What advice do you have for the next officer? • How has this mentor/mentee relationship been going for you? Is there anything I can do to improve?
January	<ul style="list-style-type: none"> • Have you registered for the Carlson Leadership Academy? There are tracks that are relevant to the vice president of recruitment, Balanced Man Scholarship chairman, and the recruitment committee. • Is the IFC sponsoring a formal recruitment week in the Spring? What's our plan to differentiate ourselves during this week? • What goals do you have for Spring recruitment? How do you plan to meet those goals?
February	<ul style="list-style-type: none"> • Have you selected the recruitment committee and Balanced Man Scholarship chairman? • How can you prepare yourself for the Carlson Leadership Academy? What do you want to get out of this leadership training experience? • It's likely that many freshmen said they wanted to wait until their second semester to join a fraternity. Have we followed up with those individuals?
March	<ul style="list-style-type: none"> • What did you learn at Carlson Leadership Academy? How are you going to share this knowledge with the rest of the executive board and chapter? • What is our plan to market the Balanced Man Scholarship application out to local high school guidance counselors? • How many people do we have on our potential new member list? What's our plan to reach out to these individuals and bring them around the chapter?
April	<ul style="list-style-type: none"> • How is the Balanced Man Scholarship planning coming along? • When is the last time we've had a chapter-wide discussion about recruitment? Is recruitment a chapter-wide activity, or are you feeling a lot of pressure to do this by yourself now? • Are you satisfied with how we ended the semester in recruitment? How can we adjust our strategy moving forward to make sure we're better prepared for the Summer and Fall?

<p>May</p>	<ul style="list-style-type: none"> • Are we allowed to do any recruitment events over the summer? Who in the chapter is going to be around for the summer and can help with recruitment events? • What is our timeline for executing Balanced Man Scholarship interviews? • Does anyone know any friends from high school that are attending this university? Can we add them to our potential new member list now?
<p>June</p>	<ul style="list-style-type: none"> • Are we allowed to participate in summer orientation sessions? What materials are we going to have at our tables? Who will be attending these orientation sessions? • What training are we providing our Balanced Man Scholarship interview committee? Have we ran any mock interviews to practice? • Do we have any incentive programs put in place for brothers who bring potential new members to our summer events?
<p>July</p>	<ul style="list-style-type: none"> • Are we prepared to host the Balanced Man Scholarship banquet this Fall? What last minute things do we need to do in order to host an impactful banquet? • Has the IFC released the calendar for formal recruitment week? Do we have all of our events planned and scheduled? How are we differentiating ourselves from other fraternities during this week? • When are the majority of brothers getting back to campus? What recruitment skills training do you plan on providing to them? Have you contacted your new regional director to plan for a recruitment workshop?