



# High School Recruitment Multicultural Sensitivity Checklist

Cultural competency is important when considering how to recruit and engage high school students, particularly for programs in communities that have very diverse populations. By respecting, understanding and celebrating the diversity of various cultural backgrounds, your program can create an inclusive atmosphere — and that starts with recruitment. This tool can help your program gauge its cultural sensitivity in recruitment efforts and highlight ways to be more effective. Some possible considerations are listed in the table below, and you can modify the table to make it match your needs. Complete the checklist by selecting the response that best describes your program when it comes to recruitment and retention. Your responses will give you an indication of areas that need more attention.

## Multicultural Sensitivity High School Recruitment Checklist

<i>Recruitment/Retention Element</i>	<i>Never</i>	<i>Sometimes</i>	<i>Always</i>	<i>Notes</i>
Are recruitment materials (flyers, brochures, one-pagers, handouts) provided in a language other than English, based on demographic data?				
Does your program have a protocol to handle questions or feedback from non-English speakers at outreach events (e.g., bilingual staff, volunteer interpreters, veteran parents or youth ambassadors)?				
When using media in your program recruitment materials, do the images reflect the cultures and backgrounds of the students and families you serve?				
Are all enrollment forms, intake packets, program handbooks and informational documents provided in the primary language(s) of families who speak limited English?				
Does your program train staff on cultural competency prior to beginning recruitment and outreach (diversity, cultural awareness, language skills, and relationship building)?				
When hosting information sessions, does your program call on volunteers or partners to donate food that reflects the cultural and ethnic backgrounds of the students and families you want to recruit?				





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Does your program make an intentional effort to recruit and retain staff from the communities you serve?				
Does your program provide alternatives to written documents and communications for families who have limited literacy?				
Does staff have a foundational understanding of the cultural beliefs of your students and families, and how those might correlate to involvement in your program?				

