Certified Learning Assistants Program
Recommended Recruiting Timeline

Start recruiting during the quarter **before** your target quarter
*(Recruiting for Fall Quarter during summer break is common. You can use these dates as a guide for Fall recruiting)*

- **Weeks 1-4 (Late June - Early July)**
  - Get in touch with your school’s Learning Assistant Faculty Advisor (LAFA), or Josh
  - Identify your minimum academic requirements
  - Determine how many LAs are needed
  - Prepare your recruiting email & application process

- **Weeks 4-5 (Early July - Late July)**
  - Use a list of former students or obtain a list of candidates that meet the requirements
  - LAFAs or Josh can help you acquire candidate lists, if needed
  - Request UNI STU 198 (links provided by LAFAs)

- **Weeks 6-7 (Early July - Late July)**
  - Send your candidates email invitations to apply

- **Weeks 7-8 (Early August)**
  - Review applications and make decisions

- **Weeks 8-9 (Early August - Mid September)**
  - Offer positions and confirm your LA team
  - Once all LAs are confirmed, submit your LA team to CLAP (this process will vary by school, contact your LAFA or Josh)
  - Assign UNI STU 198 codes to confirmed LAs
Josh will send a welcome email to your finalized LA team. This email will include the UNI STU 176 enrollment instructions, for New LAs.

- Recruiting must be finalized before welcome emails can be sent
- For large LA teams, welcome emails can be sent in chunks. Contact your LAFA or Josh to set it up.

After Week 9 *(Weeks Leading to Fall Instruction)*

- Make sure any changes to your LA team are communicated to your LAFA or Josh