

STATION INSPECTION CHECKLIST

ASSIGNED AREA		
GO		NG
<input type="checkbox"/>	Do 3 out of 5 common public areas have recruiter information posted?	<input type="checkbox"/>
<input type="checkbox"/>	Are local employment agencies posted?	<input type="checkbox"/>
<input type="checkbox"/>	Community Events conducted or planned.	<input type="checkbox"/>
<input type="checkbox"/>	Does the recruiter know the largest employer in assigned area?	<input type="checkbox"/>
<input type="checkbox"/>	Is office neat and clean?	<input type="checkbox"/>
<input type="checkbox"/>	Uniform and Appearance are to standard.	<input type="checkbox"/>
<input type="checkbox"/>	GSA Vehicle clean and maintained.	<input type="checkbox"/>
<input type="checkbox"/>	Internet use-/Craig's list/Facebook/Instagram/Snapchat/ Other	<input type="checkbox"/>
<input type="checkbox"/>	Ads run in local newspaper, Yearbook, Sports Schedules, etc...?	<input type="checkbox"/>
SCHOOLS		
<input type="checkbox"/>	School Folders Updated? (Quick Access to information)	<input type="checkbox"/>
<input type="checkbox"/>	Are schools lists current?	<input type="checkbox"/>
<input type="checkbox"/>	Documented proof of contact of juniors and seniors?	<input type="checkbox"/>
<input type="checkbox"/>	High School events on calendar?	<input type="checkbox"/>
<input type="checkbox"/>	School WebPages in Favorites folder? Follow on social media.	<input type="checkbox"/>
<input type="checkbox"/>	Do the school counselors/teachers know the recruiter? (3 of 5 contacted)	<input type="checkbox"/>
<input type="checkbox"/>	Has a school program been conducted within qtr? (Scheduled if 4 th Qtr)	<input type="checkbox"/>
<input type="checkbox"/>	Has the recruiter contracted someone from assigned schools?	<input type="checkbox"/>
<input type="checkbox"/>	Are colleges in area posted?	<input type="checkbox"/>
<input type="checkbox"/>	Does the recruiter have regular contact with college financial aid office? (Posted)	<input type="checkbox"/>
<input type="checkbox"/>	College ROTC activities and/or support in place?	<input type="checkbox"/>
UNIT		
<input type="checkbox"/>	Do 7 out of 10 Unit members know the recruiters name?	<input type="checkbox"/>
<input type="checkbox"/>	Does the recruiter attend drill?	<input type="checkbox"/>
<input type="checkbox"/>	Documented contact with unit members outside of drill?	<input type="checkbox"/>
<input type="checkbox"/>	Does FTS have all contact numbers for the recruiter?	<input type="checkbox"/>
<input type="checkbox"/>	Has a unit member referred someone that enlisted?	<input type="checkbox"/>
<input type="checkbox"/>	Is a unit lead generating/tracking system in place?	<input type="checkbox"/>
<input type="checkbox"/>	Unit Drill dates on calendar?	<input type="checkbox"/>
PRODUCTION OPERATIONS		
<input type="checkbox"/>	Is the recruiter at year to date mission?	<input type="checkbox"/>
<input type="checkbox"/>	Is there some systematic approach to daily activities?	<input type="checkbox"/>
<input type="checkbox"/>	Are lead producing activities planned? (On a schedule/calendar)	<input type="checkbox"/>
<input type="checkbox"/>	Is there a specific work plan for all leads/applicants?	<input type="checkbox"/>
<input type="checkbox"/>	Is the recruiter processing an applicant in the next 72 hrs?	<input type="checkbox"/>
<input type="checkbox"/>	Are activities planned/observed productive?	<input type="checkbox"/>
<input type="checkbox"/>	Outstanding Packet issues?	<input type="checkbox"/>
<input type="checkbox"/>	Are enlistees handed off to RSP/unit?	<input type="checkbox"/>
<input type="checkbox"/>	Does the recruiter meet HT/WT and APFT standards?	<input type="checkbox"/>
<input type="checkbox"/>	Is a leave plan in place?	<input type="checkbox"/>
USE OF AVAILABLE SYSTEMS		
<input type="checkbox"/>	Swag Merchandise-Is it Stockpiled or distributed?	<input type="checkbox"/>

STATION INSPECTION CHECKLIST

<input type="checkbox"/>	Has Marketing Section/Event Team	<input type="checkbox"/>
ACTION ITEMS		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
NOTES		
GO %: # GOs/39=_____ [80% IS MINIMUM STANDARD]		

Inspection Date: _____

Get Well Date: _____

Conducted By: _____