



# GeoCorps™ America Mentor's Checklist

This checklist is for GeoCorps mentors from all organizations and agencies. Some procedures may vary based on your organization, or based on participation in specialized programs, such as Direct Hire Authority. For details and procedures specific to your organization, agency, or program please refer to the appropriate version of “GeoCorps for Mentors,” available on GSA’s [GeoCorps web page](#).

- Prepare and submit project proposal on GSA’s online system
- Attend the GeoCorps Webinar for Mentors
- Review electronic applications
- Conduct phone interviews of top candidates
  - Mention on site housing conditions or the local rental market, describe the local community, and cover whether the participant will need a personal vehicle for work, errands, and recreation. Ask the candidate if they will be comfortable in these conditions.
- Offer the positions to the top candidate
- Cover the following topics during the “offer” conversation:
  - The participant’s daily work schedule and weekly timeline. End products, results and desired outcomes for the project: Be very clear and specific about project objectives.
  - Explain the housing arrangements: For on-site housing cover guidelines, directions, and when they will receive a key. If housing is located in a remote area, make sure that they are aware of the conditions. If they are receiving a housing allowance remind them how much they are receiving, and let them know that you and GSA are willing to help find housing.
  - Cover whether or not a personal vehicle will be required.
  - Review environmental factors that may affect their work, such as heat, altitude, terrain, poisonous plants, local wildlife, and city living. Remember, what is a normal/safe environment to you may be very unfamiliar to your participant.
- Let GSA know which candidate you selected, their start date, end date, and discuss any changes to the project budget.
- Work with GSA to get an agreement executed and funding obligated. [This must be completed before your participant can start!]

- Start the federal background check process that your agency requires.
- Check in with your participant mid-way to their start date, to make sure their planning is on track.
- Prior to arrival, send your participant:
  - Itemized list of what to bring that is specific to your location and their project. (GSA provides all participants with a general gear list in “GeoCorps for Participants”.)
  - Written summary of background information on their project, and clear objectives
  - Information about your location. (History, district, geology, related ongoing projects.)
  - Directions to the appropriate office and their housing
  - Make sure your participant has completed the required documents with Aerotek.
- Coordinate a housing check-in, if applicable
- Organize and provide any required training when the participant arrives.
- Remind participant to complete their time sheet every week.
- Supervise participant, including regularly scheduled check-ins
- Be a mentor. Provide constructive feedback on the participant’s work and discuss career goals.
- Contact GSA immediately if:
  - any problems arise with participant, or the participant is injured
  - the participant will need to leave early, or you would like to extend the participant
  - If the situation changes and involves changes in payments
- Allow the participant time to work on GSA final materials
- Wrap up the project with the participant:
  - Collect any agency reporting
  - Check out of agency housing, if applicable
  - Return uniform, if applicable
  - Provide the participant with constructive feedback on their work
- Submit the GSA Mentor evaluation
- Work with GSA to update and/or close out the agreement, if necessary