

Blueprint Experience

Runbook for all Blueprint Events, Applications, and Systems

- [Student Recruitment Guide](#)

Student Recruitment Guide

Marketing

Application Materials

To begin, create a copy of the "**All Project Team Application Materials**" Folder in the Blueprint Drive --> Student Recruitment --> Templates. This will include all the necessary forms and spreadsheets for tracking applicant statuses.

The "**Project Team Application Form**" is the first form you should market to prospective members. This form collects basic information about applicants including but not limited to: motivation to join Blueprint, Resume, Major, Graduation year. It also relays information about Blueprint project teams to the applicant, including the time commitment, roles, and next steps of the application.

To collect response, use the template spreadsheet "**Applicant Tracker**." Use this spreadsheet to track all applicant statuses for the rest of the recruitment cycle.

Applicant Tracker

The Applicant Tracker Sheet should be used for all applicant statuses throughout every stage of the application cycle. Each tab is described below:

1. **Project Team Application Form:** Tracks incoming submissions for the **Project Team Application Form**.
2. **Challenges/Written Applications:** Tracks Technical Challenge Submissions and/or Written Applications. This is the first occurrence where applicants are filtered onto the next stage of the application cycle.
3. **Flags:** These are grading criteria for **Blueprint Games**. These include green, yellow, and red flags of applicants
4. **BP Games Rubric:** This tab includes the rubrics for grading each individual during Blueprint Games. A copy of this tab should be made for each participating team, and the team members should be populated on each tab. At the bottom of the sheet, write additional notes for each applicant and decide whether or not they should move onto the Coffee Chat stage.

