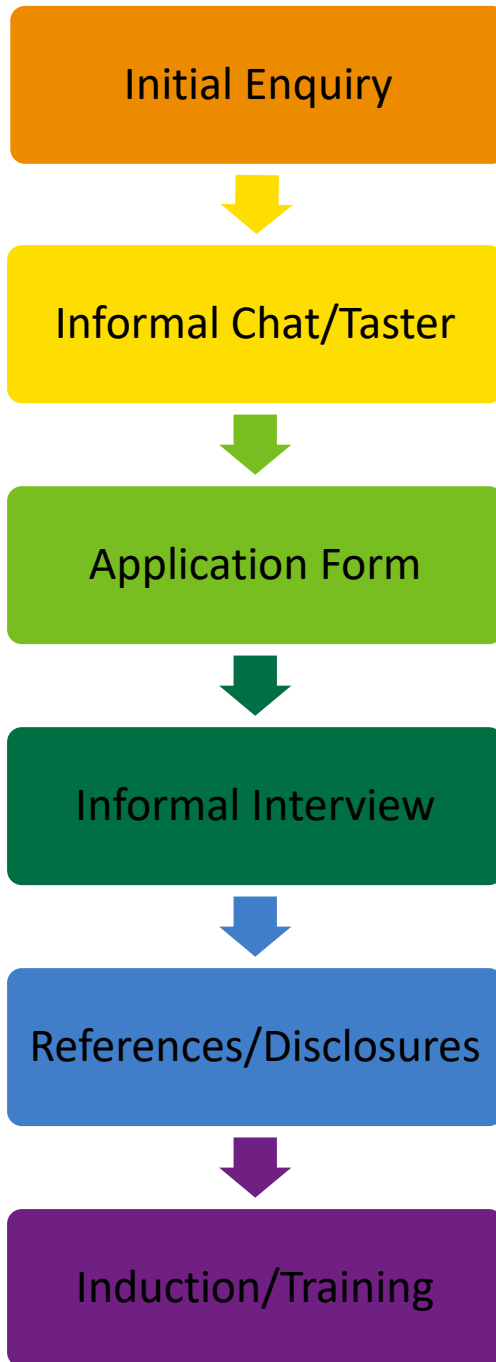


Recruitment Flowchart



Volunteer Recruitment Flowchart Summary

Initial Enquiry

Direct enquiry to Volunteer Manager or appropriate person.

Informal Chat/Taster

This can be a short telephone conversation with the potential volunteer to provide them with enough information to help them decide whether or not they want to apply to volunteer with your organisation. Consider offering them a Taster Session where they are shown around to see what's going on and perhaps participate for a short while or even meet other volunteers.

Application Form

If the potential volunteer wants to proceed, give them an application form either by email, direct to online link or a hard copy. Giving a stamped addressed envelope with the hard copy is good practice. Ask them to return the completed form by email or in the envelope provided. On receipt of completed application form the potential Volunteer will be contacted to arrange an informal interview. (If disclosure required ask them to bring appropriate identification, this will speed up the process).

Informal Interview

The Volunteer Manager and potential volunteer will have a two way discussion about expectations, skills and what the volunteer role involves. (If appropriate explain why a Disclosure/PVG is required for the role and complete the form).

References & Disclosures

References should be applied for and the Disclosure/PVG form sent off. If they prove to be satisfactory then the Volunteer Manager will let the volunteer know they have been successful and agree a start date. Confirm the details in writing. (Probation periods could be mentioned here).

Induction/Training

Volunteer to be given details of named contact. It is best practice to provide them with an induction check list and a volunteer handbook which may include relevant information such as, policies & procedures, claiming expenses, support & supervision, etc. Discuss training that may be relevant to the role.