

## **Checklist Prior to Recruitment Campaign**

- ❑ Who currently volunteers for us and what do they do?
- ❑ Why do they volunteer for us?
- ❑ How do they compare to volunteers with other agencies?
- ❑ Do we know how and where volunteers will be used?
- ❑ Do we know how we will explain the agency's purpose and mission to volunteers?
- ❑ Does staff understand and accept both volunteer and staff roles?
- ❑ Do we have job descriptions for all positions?
- ❑ Do we have a planned and targeted recruitment campaign?
- ❑ Do the appeals we will use relate to our community and to the volunteers we want to attract?
- ❑ Are we utilizing distribution mechanisms that relate to our target group?
- ❑ Do we have a qualified volunteer interviewer?
- ❑ Do we know what questions will be asked in interviews?
- ❑ Do all questions relate to volunteer job skills?
- ❑ Have we conducted a risk management assessment of the volunteer roles?
- ❑ Do we know how we will evaluate and compare candidates?
- ❑ Do we know what we will do with "rejected" candidates?
- ❑ Can we describe volunteer benefits to interviewees?
- ❑ Has staff been trained in volunteer management?
- ❑ Do we have our volunteer personnel management system in place?
- ❑ Does everyone involved in the recruitment effort understand his or her role?

From the book "101 Ideas for Volunteer Programs" by Steve McCurley and Sue Vineyard