# How to Recruit Volunteers - WORKSHEET #

## How to Use It: This is a simple checklist to be used by your organisation’s leadership to assess your readiness before recruiting volunteers. Anyone responsible for recruitment should have access to this checklist to ensure alignment on these strategies.

## Your organisation might also seek input from current volunteers regarding your recruitment process. They might have valuable insight to help inform your processes and improve them. Feel free to amend the checklist or add more elements per your organization’s unique needs and goals.

**Time it Takes:** 5-10 minutes to read. 30-45 minutes to discuss with members and leaders. Feel free to regularly check back with this checklist to see how your recruitment efforts are lining up.

**CHECKLIST:**

* Our organisation has clear policies about volunteer involvement, and staff and volunteers are well informed on them
* We have created forms to help us manage volunteer involvement (registration forms, confidentiality agreements, etc.)
* We have systems and processes in place for organised volunteer orientation and training, and we regularly review these processes
* Our organisation has a well-established process for selecting volunteers (reference checks, background checks, applications, etc.)
* We have clearly assigned individuals to supervise volunteers
* We have a realistic and clear written description of the volunteer’s responsibilities and expectations
* We have thoroughly assessed the risk associated with the volunteer position(s)
* We have systems in place for evaluating our volunteer program and determining whether it is successful

You can add more items depending on your organisation’s needs. Regularly reviewing your recruitment checklist and updating it is helpful as volunteer recruitment strategies and opportunities evolve.

Even if you have been recruiting for a long time, doing a new assessment of your strategies is always worthwhile. For example, social media might not have been a valuable recruitment tool a decade ago, but now it is.