



Volunteer Recruitment Timetable

Volunteering Kingston Guidance

Before you start recruiting

- Ensure you are “Volunteer Ready” by completing the Volunteer Management Health Check
- Follow the advice on the Recruiting Volunteers Guidance to prepare your volunteer roles
- Prepare your Application pack:
 - Application letter
 - Role description/person specification
 - Application form
 - Interview form
 - Successful and unsuccessful applicants letter
- Have a clear idea of where you will be promoting for volunteers

Week One

- Start your recruitment campaign:
 - Post on the role description on Volunteer Connect and other websites
 - Distribute leaflets
 - Share on social media
 - Contact your current supporters and encourage them to spread the word

Week Three

- Review applications and select candidates
- Invite candidates to interview
- Contact unsuccessful applicants to inform them they have not been invited to interview

Week Four

- Meet with volunteers for an informal chat/interview
- Inform applicants if they are successful within 2 days of meeting
- Apply for volunteer references within 2 days of interview

Week Five

- Volunteer induction
- Sign volunteer agreement
- Volunteering begins