

# Volunteer Recruitment Timetable



Volunteering Barnet

## 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