Volunteer Recruitment and placement flow chart

IMPLEMENTING VOLUNTEERING

Volunteer Request form completed by member of staff
- Duties approved
- Advertised
  - Informal Interview with prospective volunteers
    - Completion of paperwork
    - Identification of placement
      - Take up references
      - Complete Disclosure
      - Occupational Health Check
        - When all paperwork is returned/complete
          - Induction & Training
            - Orientation with VSM/Mentor
              - Placement Trial Period
                - Ongoing on job training/mandatory training updates
                  - Reviews
                - Placement Unsuitable
                  - New Placement Identified
                    - Discuss alternative avenues for volunteering if placements continue not to work out