

A. recruitment & selection

INFOSHEET

H

how to use this form?

This form is about the recruitment and selection (R&S) to host ESC volunteers. The idea is that you describe all the activities that your organisation executes for the R&S of volunteers. You are asked not only to describe your activities, but also to attach all relevant documents that you use as part of your R&S procedures. You can think of questionnaires that you use for interviews, questionnaires that applicants need to fill in, and the promotional text that you use to recruit volunteers. Describe who is doing what, when and how for each step.

We identified five different steps that are summarised below.

1. Recruitment process, including the publication of vacancies: how do you promote your vacancy? (How) do you use social media and the ESC database? Who writes the promotional text? Who is the contact person and how does the first contact take place? When do you start recruiting? Is there a supporting coordinating organization? What is its role? Do you recruit volunteers who face obstacles and/or volunteers with special needs?
2. Selection process; how do you select your volunteers? Do you identify different steps in the selection process? Who is involved? What are the criteria that are used to make the selection? How do you inform the volunteers that you reject? How do you make sure that you recruit the needed number of volunteers? How do you work on selecting the volunteers that are motivated and match them with the opportunities that you are able to offer?
3. Administration: what administrative tasks do you execute in order to finalize the recruitment activities? Who is doing what?
4. Collaboration & organisation with partners: When are partners involved in the recruitment process? How do you for instance collaborate with the sending organisation? Who is doing what and how do you divide tasks?
5. Other forms of preparation that is related to recruitment and selection: What else do you do to finalize recruitment and selection? Who is involved and what do you do? Do you for instance make use of a Certificate of Good Conduct?

how?

what?

who?

when?