The recruitment series – Outline

These presentations and best practice guides are for anyone recruiting volunteers. They should be used if you are:

- new to recruiting volunteers
- looking for new ideas
- following good practice.

They aim to help you:
- plan every step of recruiting volunteers
- recruit the right person for the role
- find out what applying online is like
- use online recruitment confidently to advertise volunteer roles
- welcome and help new volunteers settle into their role.

Key

Learning activity   Top tips   Links to information

This series includes:

1. Steps to recruiting volunteers
   An online presentation* summarising all aspects of our recruitment process, from deciding to recruit to helping a new volunteer settle into their role.

2. Preparing to meet a potential volunteer
   A guide to preparing to meet volunteers - includes an activity on planning conversations about what they could be doing.

   2.1   Template questions
   A tool to help you prepare for the initial conversation with potential volunteers.

3. Agreeing the role
   A guide to leading initial conversations with potential volunteers, using our role description(s) to agree tasks and activities.

4. [Welcoming and inducting new volunteers](#)
   A guide to our welcome and induction and how to support new volunteers to settle in.

*a distance learning pack which you can read offline is also available for you to download.