**Appointment of Volunteers: Checklist**

This checklist must be completed and signed by the Volunteer Coordinator and a copy placed in the personal file of the volunteer appointed.

Name of Appointed Volunteer:……………………………………………………

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| --- | --- | --- |
| **Preliminary Steps** | **Policy section** |  |
| Approval has been obtained for the volunteer role to be filled – ECF approved via TRAC |  |  |
| Role description and advert has been prepared, with involvement of the appropriate service |  |  |
| The recruitment approach has been confirmed with the Recruitment Team via TRAC |  |  |
| Interview date has been confirmed |  |  |
| Advert has been placed |  |  |
| **Shortlisting and Pre-interview** |  |  |
| Applicant’s eligibility for the Guaranteed Interview Scheme has been checked |  |  |
| Shortlisting has been completed |  |  |
| Interview Details Pro-forma has been completed on TRAC |  |  |
| Interview day arrangements have been made (room booking if face to face or sending Microsoft Teams invite if via videoconferencing) |  |  |
| **At Interview** |  |  |
| An initial photographic identification check has been undertaken and a copy of documentation taken to be kept in personal file |  |  |
| Skills and experience have been checked and appropriate to role |  |  |
| References have been checked to ensure they are appropriate |  |  |
| Successful volunteer recruitment has been completed via TRAC |  |  |
| **Final Offer of Volunteer Placement** |  |  |
| Final Offer Details Form has been completed via TRAC |  |  |
| Volunteer has been contacted and start date and working arrangements have been confirmed |  |  |
| **Post Appointment** |  |  |
| Complete the Start Date Ready Checklist and return to the Recruitment Team |  |  |
| Save all successful volunteer information forming part of the new starter personal file |  |  |
| Arrangements for volunteers first day in role have been made (including meet and greet, local induction etc..) |  |  |

|  |  |  |
| --- | --- | --- |
| **First day of Volunteer Placement** |  |  |
| Verify new starters identification via a photographic ID Document (copy to be signed, dated and placed on personal file) |  |  |
| Issue Volunteer Agreement and Code of Conduct |  |  |
| Complete local induction |  |  |

**I can confirm that all actions have been completed and relevant documents for this Volunteer have been checked and placed on their personal file.**

**Volunteer Coordinator ………………………………………………………..**

**Date ………………………………………………………..**