



Self-Assessment Checklist: Attracting Volunteers

4.1 If the organisation recruits volunteers, it uses planned approaches to attract volunteers with relevant interests, knowledge, skills or attributes.	
Recruitment and selection of volunteers is guided by the organisation's broader plan for volunteer involvement.	
Targetted methods are used to advertise and communicate volunteer opportunities.	
4.2 Potential volunteers are provided with relevant information about the organisation, the volunteer role and the recruitment and selection process.	
Information is readily accessible to potential volunteers about the organisation and volunteer roles.	
Details of volunteer roles, organisation expectations of the role, and the recruitment and selection process are provided in print, electronically and/or face-to-face.	
An identified person is available as a contact for potential volunteers throughout the recruitment and selection process.	
Volunteer applicants are informed of recruitment and selection outcomes and offered feedback, as relevant to the role.	
4.3 Volunteers are selected based on interest, knowledge, skills or attributes relevant to the role, and consistent with anti-discrimination legislation.	
A documented selection process is followed to match volunteer interest, knowledge, skills or attributes with suitable roles.	
Volunteer recruitment and selection complies with anti-discrimination legislation.	
4.4 Screening processes are applied to volunteer roles that help maintain the safety and security of service users, employees, volunteers and the organisation.	
Volunteer screening requirements are documented, applied and meet legislative requirements.	
Volunteer reference checks are undertaken as appropriate to the role.	
Guidelines are applied to determining the types of convictions or disciplinary actions that preclude people from becoming volunteers, and to informing people about how their personal history may be used for decision making.	