

SAMPLE VOLUNTEER SELECTION & PLACEMENT PROCESS

Depending on the work volunteers will perform, some organizations have multiple steps in their screening and placement processes. This is especially true for organizations that match volunteers to vulnerable populations (children, elderly, and disabled individuals). A volunteer selection and placement checklist or flowchart can help manage the information gathered on potential volunteers. It can serve as both a roadmap for implementing screening and placement activities, as well as a tracking sheet for completion of required steps. Here is an example you can use or adapt for your own organization.

Name: _____

Position/task: _____

Screening Materials	Date Sent to Applicant	Date Received	Date Sent to Agency	Date Item Completed
Written application			NA	
Copy of driver's license	NA		NA	
Proof of auto insurance	NA		NA	
Information release			NA	
Personal references			NA	
Interest survey			NA	
DMV release form				
Criminal history release form				
Child abuse & neglect release form				
Sexual offender release form				
Interview	NA	NA	NA	
Personal reference interview	NA	NA	NA	
Personal reference interview	NA	NA	NA	
Acceptance/rejection letter	NA	NA	NA	
Matching worksheet	NA	NA	NA	

Eligibility Criteria

Does the applicant meet each of the eligibility criteria? Please check the appropriate box.

Yes	No	Criteria
<input type="checkbox"/>	<input type="checkbox"/>	18 years of age or older
<input type="checkbox"/>	<input type="checkbox"/>	Resides in local metro area
<input type="checkbox"/>	<input type="checkbox"/>	Willing to adhere to program policies and procedures
<input type="checkbox"/>	<input type="checkbox"/>	Agrees to a one-year commitment
<input type="checkbox"/>	<input type="checkbox"/>	Commits to four hours per month
<input type="checkbox"/>	<input type="checkbox"/>	Completed screening procedure
<input type="checkbox"/>	<input type="checkbox"/>	Agrees to attend required training sessions
<input type="checkbox"/>	<input type="checkbox"/>	Willing to communicate regularly with program coordinator
<input type="checkbox"/>	<input type="checkbox"/>	Has reliable transportation
<input type="checkbox"/>	<input type="checkbox"/>	Has current driver's license, insurance, and driving record
<input type="checkbox"/>	<input type="checkbox"/>	Has clean criminal history
<input type="checkbox"/>	<input type="checkbox"/>	Has never been accused, arrested, charged, or convicted of child sexual abuse
<input type="checkbox"/>	<input type="checkbox"/>	Has not been convicted of a felony in the past seven years
<input type="checkbox"/>	<input type="checkbox"/>	Has not falsified information during the screening process

Does the applicant meet all eligibility criteria? Yes No

If no, are there any mitigating circumstances?

General Assessment Areas

Did the applicant relate appropriately to the program staff during the following steps:

- Initial contact and inquiry?
- Orientation?
- Interview?

Did the applicant complete the screening process with ease and appropriateness?

Are his/her reasons for wanting to volunteer appropriate?

Does the applicant exhibit qualities of open-mindedness, flexibility, and emotional stability?

Does the applicant have experience relevant to the position?

Did the applicant's references speak well of him/her?

Overall Comments:

Recommendation:

Recommendation to approve: Yes No

Reasons why/why not:

Approval:

Approved: Yes No

By: _____

By: _____

By: _____

Adapted from Ballasy, L., Fullop, M., & Garringer, M. (2007). Mentor assessment summary. In *Generic mentoring program policy and procedure manual: Effective strategies for providing quality youth mentoring in schools and communities* (Rev. ed., pp. 85-87). Retrieved from the Education Northwest website: http://educationnorthwest.org/webfm_send/174