

Screening and Placement

When screening and placing this generation of volunteers, consider each case from the perspective of a career counselor. Unlike volunteers who come in to stuff envelopes, these new, skilled volunteers may require personalized guidance to identify their role as a volunteer.

These volunteers will provide specialized skills and talents. Take the time to ensure that both the organization and the volunteer are getting the most out of the volunteer's time spent. Time invested in properly screening and placing each volunteer will pay great dividends.

INTERVIEWING & SKILLS IDENTIFICATION

BEST PRACTICES

- Suggested screening and placement procedure
 - After initial contact, ask the prospective volunteer to fill out a **Volunteer Interest Form**.
 - Initiate a personal contact from the designated Volunteer Coordinator to discuss the volunteer's interest and the agency's need. Use the **Interview Questions** and the **Skills Inventory** as a guide for the interview.
 - Once the volunteer is placed with an agency, have them complete a **Volunteer Registration Form**. This form collects demographic, contact, and emergency contact information.
 - Determine whether a background check is required (often the case if volunteers are working with children or money - see related section in *Building an Infrastructure for Your Organization*, above).

See Appendix for More Resources:

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