**Volunteer Screening Process**

**Step 1 – Screen application**

[ ]  Volunteer meets requirements of position

[ ]  Choose most suitable applicant(s) and schedule an interview

[ ]  *Insert additional task here*

**Step 2 – Interview applicants**

[ ]  Prepare questions for the interview, and note what answers you are looking for

[ ]  Interview all applicants using the same questions

[ ]  If possible, make notes during the interview

[ ]  *Insert additional task here*

**Step 3 – Select the best volunteer**

[ ]  Compare applications and interviews against your criteria

[ ]  Create a shortlist of the best applications and select the best volunteer for the position

[ ]  Obtain [national police clearance](https://www.dlgc.wa.gov.au/Publications/Pages/National-Police-Check-Volunteers-Program.aspx), if necessary (see below for further information)

[ ]  Obtain [working with children check](https://workingwithchildren.wa.gov.au/applicants-card-holders/applying-for-a-wwc-check/how-to-apply), if necessary (see below for further information)

[ ]  Check the volunteer’s credentials to verify their skills (see below for further information)

[ ]  Call the volunteer’s referees to learn more about their suitability for the role (see below for further information)

[ ]  Obtain any other licenses, certificates, checks, or clearances required (see below for further information)

[ ]  *Insert additional task here*

**Step 4 – Send offer**

[ ]  Provide the offer along with the position description to volunteer

[ ]  Obtain signed copy of position description

[ ]  *Insert additional task here*

**Step 5 – Record volunteer details**

[ ]  Securely store any information you gather

[ ]  Make sure you have contact details for the volunteer (including an emergency contact) which you enter in your volunteer database

[ ]  Make sure you keep track of when the volunteer’s certificates are due to expire and request new ones as required

[ ]  *Insert additional task here*

**Further Information for Screening Volunteers**

To use this checklist, first identify what duties the volunteer role involves, what requirements the role has, and who the volunteer will be working with in their role. You may come to the conclusion that not all checks here are necessary for the role. Ensure that you receive signed permission from the volunteer to conduct a check.

**Only conduct checks that are necessary, and put in place reasonable security measures when storing the information you receive.**

The purpose of screening should be to recruit volunteers who are better matched to the roles you require, to improve the quality and safety of the services that you deliver, and to reduce any risks for your club and your service users.

**Personal Information**

[ ]  100 points of identification (*simple way to verify the volunteer’s identity*)

[ ]  Résumé (*if the role requires particular qualifications or experience*)

[ ]  Reference check (*call referees to verify the volunteer’s skills and character*)

[ ]  *Insert additional task here*

**Licences/Checks**

[ ]  Police clearance (*request a clearance if the role involves an aspect which would necessitate a police clearance, such as working with vulnerable populations, handling finances or sensitive information, or being in a position of trust*)

[ ]  Working with children’s check (*if the role involves working with children make sure they get one; if they already have one, make sure it is up to date*)

[ ]  Driving license (*if the role involves driving, whether it is the volunteer’s personal car or a vehicle licensed to your club, make sure their license is valid*)

[ ]  Traffic history (*if the volunteer gives you permission you may also check for any driving offences*)

[ ]  Medical check (*if the role is inappropriate for a particular medical condition make sure you check the volunteer’s medical history*)

[ ]  *Insert additional task here*