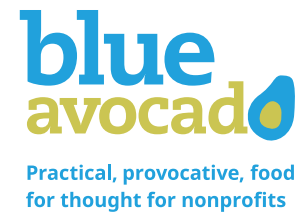


# Volunteer Recruitment Process

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1. Receive initial contact from Prospective Volunteer (PV), usually via email
2. Send initial email (link to template) with link to Volunteer Application Form (link to form)
3. Review Volunteer Application Form
4. Send interview request email (link to template)
5. Complete phone interview
  - a. If interview goes well, explain that they will be receiving an invitation directly from volunteer manager. Specify any additional requirements (i.e. they have 72 hours to complete background check).
6. Send additional requirements to PV
7. Review additional requirements results
  - a. If match, send training info email (link to template)
  - b. If not a match, send "not a fit at this time" email (link to template)
8. Confirm intention to attend training
9. Send reminder email prior to training
10. Training