4.6 Volunteer Selection Procedure

**Procedure**

<Insert Organisation Name> will select volunteers who are suitably qualified and experienced and who have the competence and appropriate qualities to undertake the role within <Insert Organisation Name>, based on information collected throughout the recruitment and screening stages. Volunteer selection processes including collection and storage of information will occur in accordance with the Volunteer Selection Policy and Documentation and Records Policy and Procedure.

**Making the recommendation**

The selection panel will determine which applicant(s) is recommended for the position based on the application and screening processes. Recommendations will be forwarded to the <Insert Position> detailing reasons for its decision based on the available information, including the selection criteria, interview performance and applicant experience and qualifications.

**Post-selection feedback**

The selection panel will nominate one of its members to advise successful and unsuccessful applicants. Successful applicants will be invited to accept the volunteer position within 48 hours of the decision being approved by the <Insert Position>. Upon acceptance of the volunteer position by the successful applicant, all unsuccessful applicants will be notified within 3 working days. Post-selection feedback will be provided upon request.

**Appointment**

Newly appointed volunteers will be contacted by the <Insert Position> or a delegated staff member regarding a mutually convenient time for the volunteer to commence work and undergo induction. The terms and conditions of the appointment will be set out in a volunteer agreement as outlined in the Volunteer Induction and Orientation Policy and Procedure.

**Application**

This procedure applies to all volunteers, designated staff and the <Insert Position>.

**Standards**

1.1-1.4, 2.1, 2.2, 3.2, 4.1-4.4, 5.1, 6.2, 8.1

**Related Policies and Procedures**

* Volunteer Recruitment Policy and Procedure
* Volunteer Screening Policy and Procedure
* Volunteer Selection Policy
* Volunteer Induction and Orientation Policy and Procedure
* Documentation and Records Policy and Procedures
* Volunteer Confidentiality and Privacy Policy and Procedure
* <Insert Organisation Name> Staff Confidentiality and Privacy Policy and Procedure
* <Insert Organisation Name> Staff Records Management Policy and Procedure
* <Insert Organisation Name> Staff Data Security Policy and Procedure

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| Approved | CEO, | Signature |  |
| Review | Annual | Next Review Date |  |