

# Selecting Volunteers

The purpose of this quick guide is to provide an overview to the activities involved in selecting volunteers. Your organisation may require additional process and screening checks.

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## Why do a volunteer reference check?

National Standard 4 'Recruitment and selection' recommends volunteers are selected based on their interest, motivation, knowledge and skills, and in accordance with anti-discrimination legislation. The National Standards acknowledge the importance of relevant screening and background checks, to keep everyone associated with the organisation safe. These checks may be dependent on the type of volunteer role, industry and funding requirements.

## Selection processes

Developing a selection process ensures:

- transparency and accountability
- the most suitable volunteer is selected
- risks are managed
- processes are equitable for everyone

Selecting the right volunteers for the role and team is important for the success of your volunteer program. Consider what is necessary for the role to be carried out successfully, rather than applying the same criteria to each role. Many volunteer roles ask for the volunteer to have a driver's licence, even if no driving is involved with the role. This can be a barrier for potential volunteers who don't have a licence e.g., people living with disability and newly arrived migrants.

## Selection interviews

An interview or informal chat provides the opportunity for both you and the potential volunteer to ask questions and determine if the role is suitable. It provides an opportunity to find out what the volunteer is hoping to gain and any hidden skills and talents they may have. Stay flexible with this part of the process to ensure equitable practices by considering time, location and if the potential volunteer would like someone with them (support worker/friend).

## Background checks

These should be guided by the volunteer role, industry related legislation and funding requirements. Some roles may only require a reference check, whereas others may require specific checks relevant to volunteer roles working with children, elderly and people with disability. Be aware of what is current for your state or territory <https://content.nfplaw.org.au/wp-content/uploads/2023/05/Part-4-NVG-Volunteer-safety-with-annexures.pdf>

# Acknowledgement

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