

# VOLUNTEER SCREENING

## The Importance of Screening

Screening practices are ongoing and go well beyond the selection process. They begin when a volunteer opportunity is created and continue throughout an individual's involvement within the organization.

Screening promotes better volunteer matching, improved quality and safety of programs and reduced risks and liability.

The 10 steps of screening give clear guidelines for developing screening policies.

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## 10 Steps of Screening

- 1 Assessment**  
Identify and assess the risks and essential components of each program and related positions.
- 2 Position - Assignment**  
Meaningful, complete and accurate written descriptions for all positions.
- 3 Recruitment**  
Selection systems are fair, consistent and appropriate. Promotional material contains key information about the organization and position.
- 4 Application Forms**  
Request standard information about the applicant and specific information related to the position.

## 10 Steps of Screening

- 5 Interview**  
Specific questions and a consistent interview format for each position, with accurate and objective written records.
- 6 References**  
Check references in accordance with pre-determined position requirements and comply with legislation.
- 7 Police Checks**  
When appropriate, assess the suitability of applicants for the risk associated with the position, while complying with legislation.
- 8 Orientation and Training**  
Provide clear information about the mission, values and policies of the organization and the specific tasks, procedures and scope of the position.
- 9 Support and Supervision**  
Provide appropriate support and supervision and offer volunteers the ability to give and receive feedback.
- 10 Follow-up and Feedback**  
Proactively seek feedback from program participants, clients, patients and family members.

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The *2012 Edition of the Screening Handbook* provides clear guidelines for developing screening policies and practices that reflect an organization's commitment to safe and meaningful volunteer engagement.



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