

10 Steps To Successful Selecting And Recruiting

As the Recruiting Coordinator, you will...

1. Create (or review) the Position Description—what the volunteer will do (DONE!)
2. Determine the position’s responsibilities—what skills and traits are needed
3. Brainstorm (with others) the best known candidates who have those skills and traits
4. Figure out who the best “door-opener” is to approach the prospect (someone he respects)
5. Include the selected door-opener in the plan; he sets the appointment to go with you.

Once you have an appointment, print out the Position Description, with the prospect’s name centered right under the position title.

At the meeting with the prospect, you and the door-opener will...

6. Emphasize the importance of the role (what a difference their service will make)
7. Briefly explain HOW the prospect was selected (the process makes it an honor to be asked)
8. Ask him to serve, offering help and support; hand him the Position Description, and wait quietly for response
9. Direct him to the proper resources (once he says yes). If he asks questions, answer truthfully—but be brief—respect his time.
10. Continue to support him as he serves. A call from you the next day will help cement his decision—without this, “buyer’s remorse” can set in.