



## Screening Potential Volunteers



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Each division or management unit is responsible for screening volunteer candidates to ensure potential volunteers meet the minimum requirements of a volunteer assignment, and that those volunteers understand the expectations and duration of service.

Screening potential applicants is important for all volunteer assignments. Individual volunteers and park hosts should be interviewed by staff whenever possible to determine if they meet the needs of the assignment and if a MU or division can meet the needs of the volunteer.



## Interviews

For assignments that require special or advanced skills, are only available to a limited number of individuals, or require volunteers to temporarily live on site, the interview is an important part of the recruitment process. It gives staff additional information on potential volunteer candidates to ensure they can fulfill the required qualification of a role as well as to identify who the most qualified candidate may be.

See the [OPRD Volunteer Interview Questions Guide](#) for ideas on not only interview questions, but also ideas on how to successfully set up your volunteer interview process.

## Suggested Strategies

- Be open about your recruitment process on volunteer position announcements you list on the OPRD website, and ensure that park specialists, current hosts, and park staff also know the process, so they can share the process with interested potential hosts.
  - For Example, if you reach out and contact interested volunteers every other month, share that with staff. Have staff share this with potential volunteers, collect the contact information from any interested host, and add it to a list or file that you'll refer to when it's time to interview volunteers.
- Treat host teams as two individuals, and interview and place them in assignments accordingly:
  - Speak with BOTH hosts: It's easier to just speak and communicate with the primary communicator for a potential host team. However,

if both members of a host team are looking for an assignment, speak with both to ensure that they will EACH be successful in their individual park host positions.

## Review Get Connected Profiles:

### Notes

Review this section for notes from other parks, RPC, and statewide staff. There may be information on past issues that have been addressed and resolved with the volunteer, or notes on how other assignments were modified to meet the volunteer's needs.

### References

References are primarily useful when looking for professional or specialized volunteer, such as a board member. When recruiting for other volunteer types, understand that most individuals will only list references that will speak highly of them, or might be a personal connection. However, if there is not enough information gathered from the interview process, or their profile alone, reaching out to references can be a great way to gain a better understanding of the level of service and engagement you can expect from a volunteer.

Learn how to conduct an appropriate reference check and view example questions for references [in this document](#).



## Selecting Volunteers

It is important to have a formal end to the selection process that lets not only the volunteer who was selected know they secured the assignment, but also informs those not chosen.

### Selected Volunteer

After you have determined which volunteer(s) you will be selecting to fulfill a particular volunteer assignment, it is important to inform them, and provide them with the information they need to be successful at this stage of the process.

### Get Connected Automatic Notifications:

When Staff schedule a volunteer for an opportunity in Get Connected, and automatic email notification is sent to the volunteer. If you have added all the information they need to that assignment (assignment description, host site directory, host site, and arrival information) you do

not need to send a separate confirmation email.

Any information not included in the scheduled assignment will need to be sent separately by staff (especially arrival dates, times, staff to check in with, etc.)

Parks may develop their own additional confirmation emails or [utilize an example template email](#).

## **Volunteer Not Selected for Service**

It is important to close the process for all volunteers who were a part of the interview and selection process for an assignment.

The notification does not, and should not, detail all the reasons the final candidate was selected, or detail all the reasons they were not chosen for the assignment. It should share appreciation for their participation in the interview/selection process, and that a different candidate was chosen.

Additionally, the notification could direct the individual to apply for other volunteer assignments with that specific unit or with OPRD in general.

It's suggested that staff deliver this information in writing, email is preferable. Staff may develop their own letter or [utilize an email template](#).